Google Classroom for Novice

Learn Google classroom the right way.
A Book written with the Novice in mind.
Contains a plethora of screen shots and videos

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About the Book

The current worldwide pandemic has thrown the entire educational system around the world haywire. Teachers and Educational institutions have started realizing the importance of continuing the student education off campus using on line tools. Even though a large number of on line tools are available Google classroom comes the closest to replicating the real time classroom scenario. On top of it is that majority of the Google classroom services are thrown open free. A teacher can start a classroom inside google environment using his / her own personal Google ID which almost everyone has these days.

Educational Institutions can avail all the features of G suite absolutely free thus making is easy for them to transition their on campus program to on line ones. Only draw back being the training level of teachers. Teachers should become familiar with the Google classroom interface and should be able to use the best use of all the tools provided. This book has been written for those novice teachers to facilitate them in their effort to use on line tools to impart knowledge to students. Courses can be run completely on line using the tools provided within google classroom. Evaluation can be performed using the tools and features available within the classroom.

This book is targeted to the novice. Anyone who reads this book should be able to create the classroom, add teachers and students to it, conduct classes and evaluate the student's learning ability. This book is an attempt to provide a teacher with the knowhow to use this unique platform. While authoring this book the author has ensured that detailed screen shots are included for better understanding. Video clippings have also been added to the book. These small video clips helps the educate the reader in all the features of google classroom in a stepwise pattern.

Author

Google Class room For Novice

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Introduction

This is a free web service developed and provided by Google. In the Current scenario Online Digital Classrooms have become important. Many educational Institutions and Teacher have started embracing this technology. It has been estimated that currently 100 million users are using this facility world wide. Not long ago the idea of on-line digital education was just a pipe dream. Within one generation the advances in technology has made this dream become a reality.

Google classroom has been provided free of cost to all users with a valid Google account. Basic services of Google Classroom are provided free of cost while certain advanced features are available for users with Institutional ID's and for users who have subscribed to G suite services. In this book both the basic free features of Google Classroom and advanced features (paid ones) are also described. Google is offering google educational suite free of cost to all educational institutions that have a (.ac.in/.edu) domain names.

Google Classroom integrates the following useful tools:

Google Docs: Word processor

Google Sheets: Spread sheet

Google Slides: Presentation Software

G mail

Google Calendar

All these tools were integrated into a cohesive platform (Google Classroom) where students can be invited to joint the class through a privately shared class code.

Teachers can create courses, distribute assignments, keep track of the progress of students who joint the classroom. Assignments with their due dates can be added to the google calendar

History:
Google classroom was first announced on May 6, 2014 with a preview program made available for some educational institutions. This suite was released publicly on August 12 2014. Newer features are added on a continuing basis as per user requirements. In 2015 Classroom API and a share button for websites was introduced. This allowed school

administrators and developers to further engage with Google Classroom. In the same year Google integrated Google Calendar into Classroom for assignment due dates, and other class schedules.

In 2017, Google opened up the Classroom to ally any personal Google user to join classes without the requirement of having a G suite for Education Account. It was in the same year, it became possible for any google account holder to create and teach a class.

In 2018 the feature Classwork section was added to the classroom, with significant improvement in the grading interface, allowing reuse of classwork from other classes and adding features for teachers to organize content by topic.

In 2010 Google integrated its classroom with Google Meet which enabled the teachers to conduct video lecture sessions from within the classroom.

Features:

Google Classroom integrates Google Drive, Google Docs, Google Sheets, Google slides and Gmail together to help educational institutions to become paperless. The integration of google Calendar helps the teacher with assignment due dates, and other educational events. Students can be imported into the Google Classroom by any of the following methods:

1. Through invitations sent via the Institution's student database

2. Through a private code that can be added in the student's user interface

3. Automatically imported from a school domain

Each of the class created from the Google Classroom interface creates a separate folder inside the user's Google Drive. All the Classroom material will be held in this folder.

Assignments:

Student Assignments are stored and graded on Google's suite that allows collaboration between the teacher and the student. Collaboration between students is also possible. As far as assignments are concerned files are hosted in the student's drive and then submitted for grading. Teachers can choose a file that can be treated as a template so that every student can edit their own copy and then turn back in for a grade instead of allowing all students to view, copy or edit the same document. Students can also choose to attach additional documents from their Drive to the assignment.

Grading:

Google Classroom supports may different grading schemes. Teachers also have the option to monitor the progress of each student on the assignment where they can make comments and edit. Assignments that have been turned in can be graded by the teacher and returned with comments to allow the student to revise the assignment and turn back in. Once graded, assignments can only be edited by the teacher. Student can edit the assignment only if the teacher turns the assignment back in.

Communication:

Announcements can be posted by teachers to the class stream which can be commented on by the students allowing for a two way communication between the teacher and students. Students also can post to the class stream but wont be as high of a priority as an announcement by a teacher and can be moderated. Multiple types of media from Google Products like YouTube videos and Google Drive files can be attached to announcements and posts to share content. Gmail also provides email options for teachers to send emails to one or more students in the Google Classroom interface. Classroom can be accessed on the web or via the Android or iOS Classroom mobile apps.

Originality Report

Originality report was introduced in January 2020. It ensures that the work submitted by the classroom student is original in nature and is not copied from other similar sources. For students it highlights source materials and flags missing citation to assist the student in improving their writing. Teachers can also view the originality report, allowing them to verify the academic integrity of the student's submitted work. In G suite for Education (free), teachers can turn on originality report for 3 assignments but have limited cloud storage. This restriction is lifted on G Suite Enterprise for Education (paid).

Archive course

Classroom teachers can archive courses at the end of a term or year. When a course is archived, it is removed from the homepage and placed in the Archived Classes area to help teachers keep their current courses organized. When a course is archived, teachers and students can view it, but wont be able to make any changes, to it until it is restored.

Mobile applications

Google Classroom mobile apps, was introduced in January 2015, are available for iOS and Android devices. The apps let users take photos and attach them to their assignments, share files from other apps, and support off-line access.

Privacy

G Suite for Education does not show any advertisements in its interface for students, faculty, and teachers and user data is not scanned or used for advertising purposes.

Starting a Classroom

Google classroom can be started by signing into classroom.google.com. Google account can be used for the sign in. The user has the option to sign in for the free tier platform as an individual using the Individual Google account. All the classroom files will be held in the Google Drive of the user, and has a space limit. Each user is provided with 15 GB free space in the free tier. When a classroom account is created using personal log in credentials some options of the google classroom may not be available for the user. Still the Teacher can create a classroom and run it for the benefit of students as it has all the major student and teacher options and setting available.

On logging in the Introduction Screen will be seen. If there are any previous classes created by the user the same will be seen on the screen as showing in (Image 1.1). At the top right corner of the screen will be seen a Plus sign. On clicking the plus sign the user will be given the option of joining a class or to start a new class on his / her own.

Image showing the Plus sign which
when clicked gives the option to join a class
or to create a class.

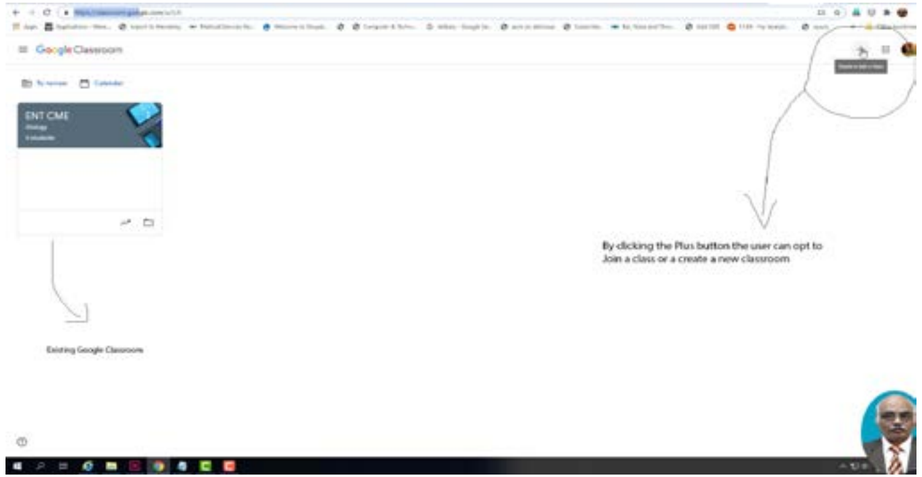


Image 1.1 showing the Interface for creating a New Google Classroom

On clicking the Create class option a notice is demonstrated. The User now has the option of going through the privacy settings and agreement. On checking the check box agreeing to the terms and condition the process of creating the classroom starts.

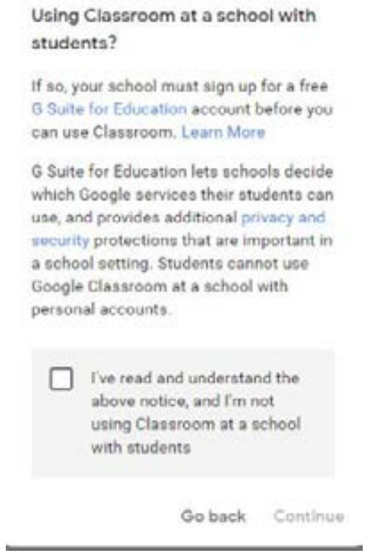


Image 1.2 showing the agreement which the user needs to agree to by clicking the check box before proceeding further.

Image 1.3 showing window where details of the class to be created is keyed in

In this window only the Class name is mandatory and the other two fields are optional and hence need not be filled in.

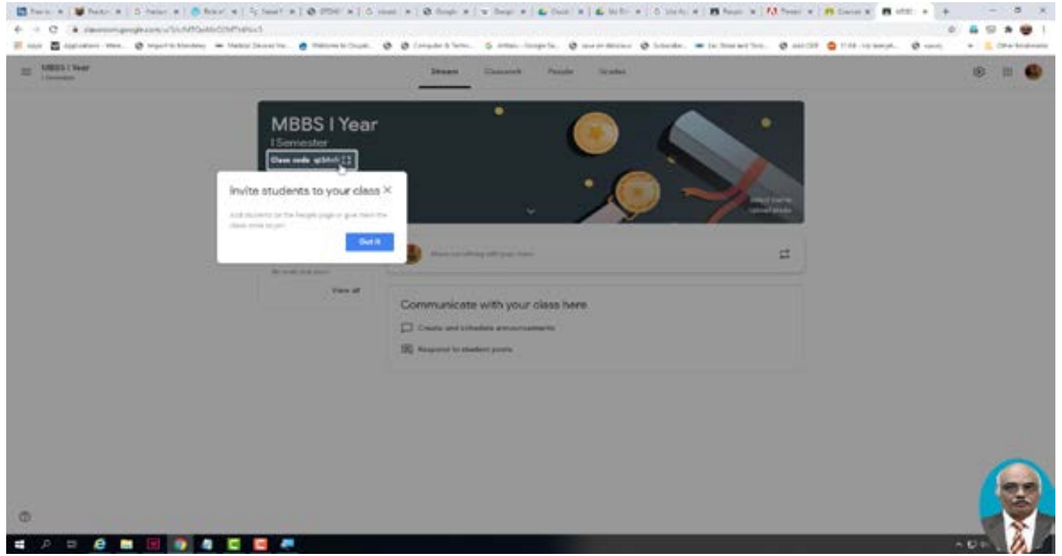
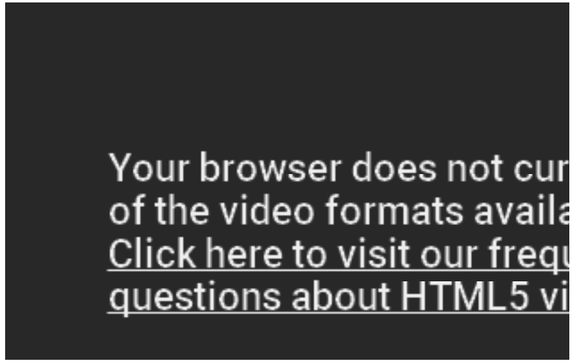


Image 1.4 showing class creation complete

You need to Use Adobe Acrobat Reader D.C. to play this video directly



Video clipping showing the complete video of creating a Google Classroom

If there is any problem playing this video inside your Acrobat reader then use this link to access it directly:

Video Clipping

Uploading material to classroom

Materials can be uploaded to Google classroom by the classroom creator of any of the approved teachers who have been duly approved by the creator. Classroom creator can send invites to teachers to join the classroom. There are of course some limitations enforced on the number of teachers who can join the classroom. The following are the limitations:

Free personal account - only 20 teachers can be invited

G suite subscription model - only 20 teachers can be invited

Educational Institution / School account - only 20 teachers can be invited.

Image 1.5 showing New teacher invite icon under the People tab inside Google Classroom. Icon with red circle needs to be clicked

Only 20 invites can be sent, since that is the maximum number of teachers who can be enrolled into the classroom as a teacher.

Image 1.6 Showing the Teacher Invite Email compose dialog box. Using this E mail invite can be sent to the Teacher requesting to join the classroom as a teacher.

One important thing to consider before sending an E mail invite to join the Classroom as teacher is that the person who is being invited should also have a Gmail account. On keying in the Email ID (Which should be gmail one) it will search for the ID in its data base. If the ID is found then it will display the same enabling the creator of classroom to send out the invite.

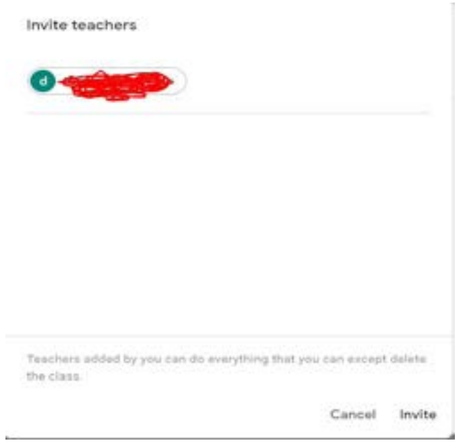


Image 1.7 showing the dialog box having found the E mail id in its data base enables the Invite button. On clicking

the Invite button Invite mail would be sent to the recipient. If more than one similar E mail IDs are found in the database then all of them will be listed and the user needs to choose. On choosing the desired ID the Invite button will get enabled. Teachers thus enrolled will be able to perform all the functions of the owner of the classroom except deleting the class. Classes can be deleted only by the owner of the classroom and that too after archiving the courses. Reader should be aware that newer features are added to the Google Classroom on a continuing basis. This book should in no way be considered as a complete one because of this fact.

On clicking the Create button under Classwork the submenu will open up

Sub menu on clicking the Create button reveals:

Assignment

Quiz assignment

Question

Material

Reuse post

Topic

Image 1.8

Creating Assignment, Quiz assignment and Question will be discussed in later chapters.

As a first step the Topic sub menu should be clicked to create a topic. This will enable the teacher to organize the uploaded material under various topics. It is ideal to create multiple topics by clicking on this sub menu.

Image 1.8 showing Add topic dialog box that appears on clicking the ADD Topic sub menu. On adding the name of the topic the Add button gets enabled. On clicking the add button the topic gets added.

It is important to add all the topics needed inside the classroom as the uploaded materials can be organized according to the topics they cover.

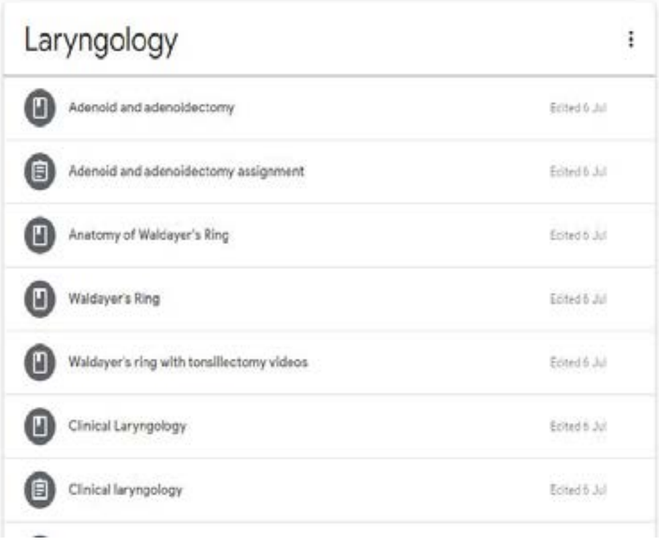


Figure 1.9 showing the Name of the Topic (Laryngology) and the uploaded resources under it

Materials that can be uploaded to Google Classroom include:

Digital Text book in PDF format

Presentation

Video lectures after uploading it to YouTube

Web Page URLS

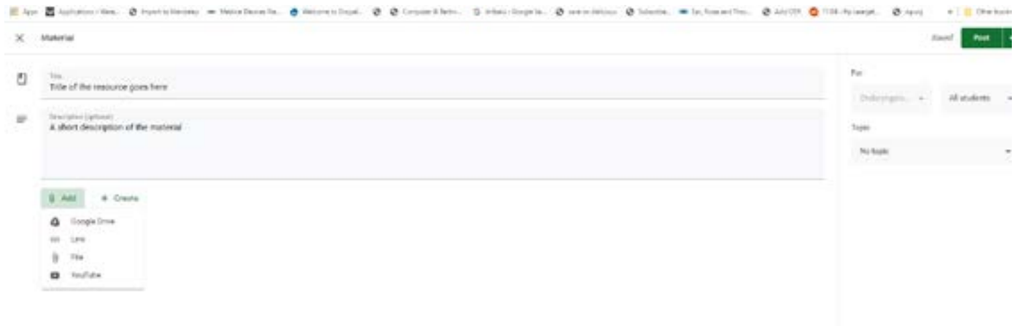


Image 1.10 showing the dialog box to add resources to the classroom which appears on clicking the add button

When the Add resource button is clicked the following sub menu will open:

Google Doc - To Add Document from the Google drive. The document should have been uploaded to the drive

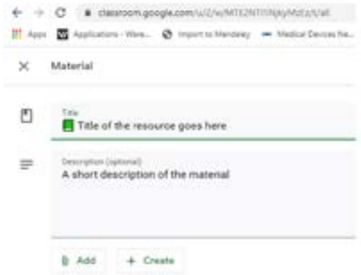
before it can be called inside the classroom.

Link - By clicking on the Link sub menu a link to a website can be added to the Google Class room

File - By clicking on the file sub menu a file can be uploaded to Google class room. The file can be a document, PDF, or a presentation.

YouTube - This sub menu can be clicked to add a link to the YouTube video. A video lecture prepared by the teacher can be uploaded to a YouTube channel and the same could be called inside the class room using this feature. A teacher can imaginatively add an emoji icon to the material uploaded to the class room. There are many sites that give away free emojis. A search can be made and an optimal emoji can be copied and pasted just in front of the title text.

Image showing Emoji added
To the Title of the resource



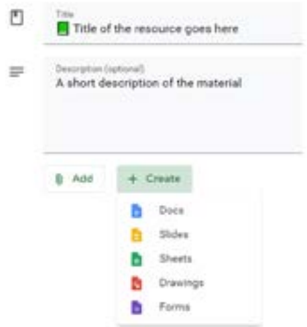


Image 1.11 showing the create button next to add button. Clicking the Create button enables the user to create a Document, slide, Sheet, Drawing or Forms.

The teacher can click on the Create button next to the Add button to create a new text document which can be created using Google Doc, a new Slide using Google Slide, a New Spread sheet using Google Sheet, a new Drawing using Google draw or a new Form. All these tools are components of Google Drive and the user can create them, assign a name to them and when they are saved they get saved within the Google Drive. The resource is called into the Google Class room.

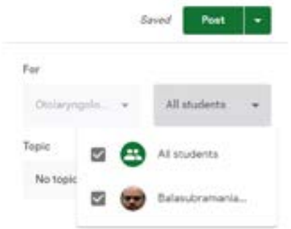
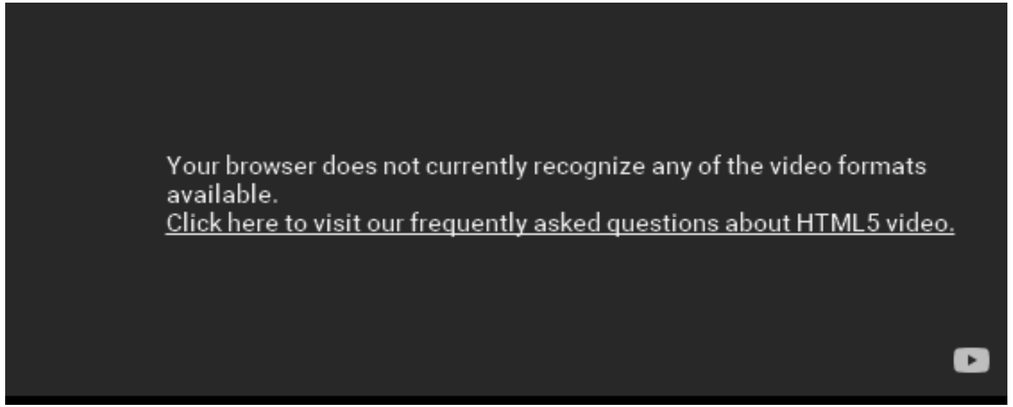


Image 1.12 showing the feature which allows the user to allot the resource to a group of students or a specific student by choosing the For Menu before clicking on the Post button.

The teacher after uploading / creating the learning resource can allot the same to a group of students or to a specific student by clicking on the down arrow under the For menu before clicking the Post button. The next step is the listing of the resource under a specific topic. This can be done choosing the topic under the Menu Topic under which the uploaded / created resource should be listed. If the topic is not available, it can also be created using the



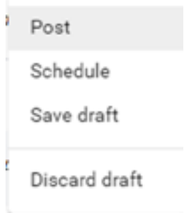
Video clipping showing resources being uploaded to Google Classroom. If the video does not play you can manually play by using this link.

Video Link

Topic menu by clicking on the Create topic button. The teacher has also the option of not assigning a topic name to the resource by not choosing or creating a topic under which the resource should be listed.

Before clicking the Post button to post the resource the teacher should know there are some more sub menu under the Post Button. These sub menu gives the option of posting the resource immediately, or schedule the post to be posted on a specified date and at a specified time. The resource can also be saved as a draft for future edits and it will not be revealed to the student.

Image 1.13 showing
Sub menu under Post Menu



The teacher can also decide to discard the draft and it can be done by clicking on the Discard draft button which is

under the Post menu.

Uploading YouTube video link into Google Class room:

Google class room also allows the teacher to use You Tube videos inside the classroom. All that is need to be done is to use the specific YouTube video link to use these videos.

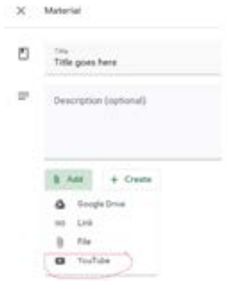


Image 1.14 showing the sub menu under Add button which can be Clicked to add YouTube video. The sub menu is indicated by a red circle.

On clicking the YouTube sub menu a dialog box will open where a video can be searched or if the teacher already has the link to the uploaded video it can be keyed in.

Image 1.15 showing Insert video screen which gets displayed when the YouTube sub menu is clicked. This has two tabs:

Video search - which can be used to search YouTube videos

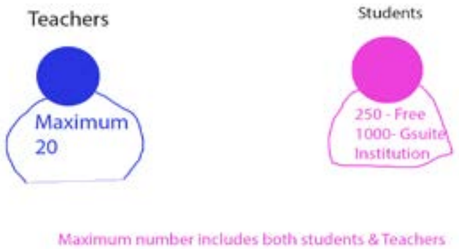
URL - This can be used to copy the link to the YouTube video if it has already been copied from the share button of YouTube video screen.

Adding Teachers & Students to a Classroom

A classroom will be meaningless without the addition of Teachers and Students. Google classroom provides the option to invite Teachers and students into the classroom. There are multiple ways of performing this action.

Image 1.16 showing the Tab People open. This tab provides options for adding teachers and students to the classroom. Teachers can be add by clicking the people icon next to Teachers (red circle), and Students can be added by clicking the people icon next to Students menu (blue circle).

There is a limit on the number of Teachers who can be invited inside a classroom. Maximum amount of teachers who can be invited into a classroom under G suite, School account, or Personal account is 20.



Maximum number of users inside the classroom includes both students as well as the teachers. Invited teachers can contribute to the class, manage the class but they cannot delete any material / post from the class room. Deleting can

be done only by the owner of the classroom.

Image 1.18 showing teacher invite copy

Image 1.17 showing the Teacher invite window. The Email id of the teacher is entered in the E mail field. The invite button gets enabled. On clicking the invite button Invitation mail will be sent to the teacher. The teacher will be added automatically to the classroom as soon as the invite is accepted.

Image 1.18 showing the copy of an invite to the teacher. On clicking the join button the teacher can join the class-room

Students can join the classroom even on their own if they are provided with the class code. Class code can be seen just under the name of the Class. It can also be enlarged by clicking the square next to it.

Image 1.19 showing the location of class code within the class room.

If the student is provided with the class code, they can join the class by going to the Google classroom and logging in using their Google ID. On clicking the plus sign at the top right corner of Google classroom window there will be two options, one is to join the class and the other is to create a new class. All the student needs to do is to click the join the class tab and key in the class code already provided. The student will be taken inside the classroom immediately. Another way is the teacher can send out the copied invite link to the student by email. The invite link can be seen in the Invite Students window. Invite also can be sent directly from the Invite student window by keying the E mail id of the student and then clicking the Invite button.

Image 1.20 showing how to get the student invite link. If the Email id of the student is known then the same can be given inside the E mail column and then the invite button is clicked.

Image 1.21 showing another way available for a student to join the classroom. On logging into the google classroom interface using the personal google ID, a Plus sign can be seen at the top right corner of the screen as shown in the image. On clicking the plus sign two options show up. One asking the student of join the class. The same can be clicked and the class-code is copied in the ensuing field. This allows the student to join the classroom.

Bulk upload Students E mail IDs to send out bulk invitations:

Students can be bulk uploaded by copying all their e mail ID's and pasting them together in the student invite window.

Image 1.22 showing multiple E mail id's pasted into the invite student screen before clicking the Invite button.

A google sheet add on Classright can be used to automate creation of classes, and bulk upload users into the classroom. This is a really useful addon which helps the user to bulk create and manage classroom. This is com-

monly used by G suite administrator to manage google classroom. This is an add on tool for Google sheets.

Installation of Classright:

Google Sheet is opened from the G Drive interface after logging in.

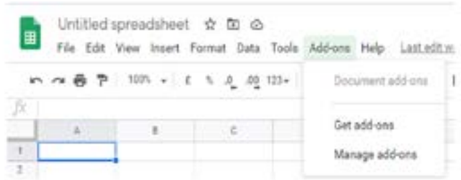


Image 1.23 showing the sub menu that opens when Add-ons menu is clicked on the Menu tab of the Spreadsheet. Get add-ons menu is chosen next. G Suite Market place open up. In the search box key in "Classright" and search. G suite market place will show the application. Classright can be installed on clicking the install button.

Image 1.24 showing Classright displayed in the search result

Image 1.25 showing Install button which when clicked will install the Classright add in to the Google sheets

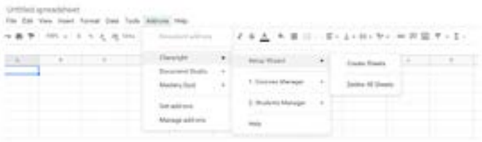


Image 1.26 showing setup wizard of Classright. After creating a new sheet the columns needed to be filled in with relevant details like the class code, name and E mail ID of the students to bulk add these details to the classroom

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A new Spread sheet is opened from the G drive interface. The Tab Add-Ons is clicked. In the submenu Classright Course manager is opened. The sub menu will show Create courses, List courses, Archive courses, and Delete courses. These sub menu can be used to manage courses inside the classroom.

A new spreadsheet will be created inside the Google drive. The spead sheet is opened and inside the sheet Create course sheet is opened. This form can be filled in. Under the class room owner E mail the mail ID of the teacher who is going to handle the class can be given if the G suite classroom is created by the administrator.

Students can be enrolled by using the Student's manager feature of Classright addon. This will allow the teacher to send E mail invites to the students. If the teacher happens to be the administrator of the Gsuite account in which the class-room is hosted then students canbe uploaded into the classroom as a bulk by filling up the student details inside the form created by Classright.

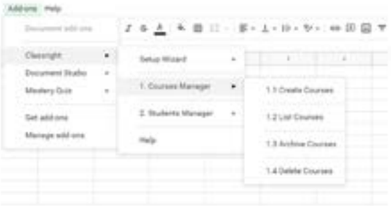
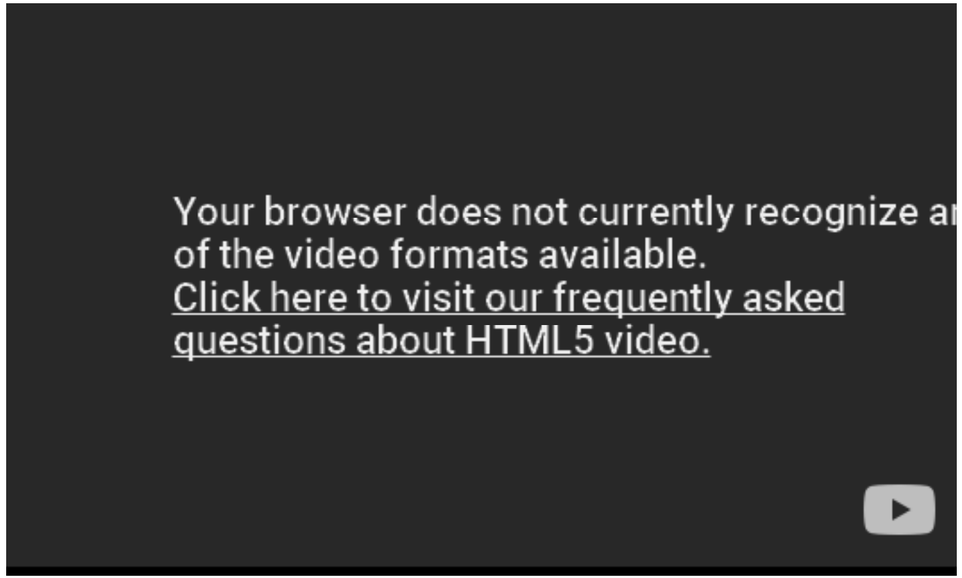


Figure 1.27 showing the various submenu listed under Classright Addon

Class

Video clipping showing installation and use of Classright



If the video does not play properly then go to this link to view the video.

Creating Assignments inside the Classroom

Assignments can be created within the classroom and posted to the students. Assignment can be of the following types:

Question assignment

Quiz assignment

Any other task as assignment.

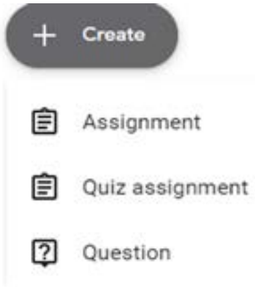


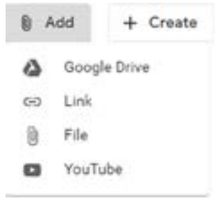
Image 1.28 showing creation of various types of Assignments within Classroom.

Homework can also be delivered as assignment from within the classroom.

As an example let us give an assignment asking the student to draw a diagram of Ear drum and name its parts. First the create button in the Classwork Interface is clicked.

As shown in the image below the create button is clicked. In the sub menu Assignment is chosen.

In the ensuing dialog screen The title for the Assignment is entered. The next field is an optional field where instructions to the students can be clearly entered.



On clicking the Add button the following sub menu opens:

Google Drive

Link

File

YouTube video

If the assignment file is present within the G drive then the G drive button is clicked. It opens the G drive web page. The file from the G drive can be chosen and the same will be linked to the classroom. The file inside the G drive can be a text file containing the question in a text format.

By clicking the link button the link to the desired file can be included within the classroom.

A file from the local computer can also be uploaded to G drive and called into the classroom by clicking on the File upload button (the icon resembles a Gem clip).

Image 1.28 showing the insert file

it the assignment file can be uploaded

G Drive. The same can be downloaded

student to complete the assignment.

Insert file using Google drive dialog box has four tabs:
Recent - On clicking this tab a new window will open showing the recently created documents within the Google drive.

Upload - This tab on being clicked will open a file browser using which the file that needs to be uploaded to the G Drive as a part of assignment can be chosen from the local system.

My drive - On clicking this a new window will open showing the contents of the G drive of the owner of the Google classroom.

Starred - On clicking this tab, Google drive will open showing the starred items present inside it. The following are examples of starred items in Google Drive:

Active documents: client files and articles in process

Reference documents: workshop descriptions, bio, and photo info for speaking engagements

Template documents: for clients to use to gather information and for me to use for tech recommendations

Image 1.29 showing creation of assignment where the student is instructed to draw a digram of ear drum and name its parts. On the right side a column is available where marks / points can be alloted for the assignment. Maximum marks that the assignment carries can be set in that field. There is also a choice of not providing any points for the assignment at all. There is also an option of delivering the assignment to different classrooms in the For menu on the right side of the screen. The For menu has also the option of delivering the assignment to all the students or if it needs to be delivered to specific student then they can be chosen from the list.

In the Due column on the right side of the page due date and time for submission of assignment can be set under the due menu. Originality of the submission from the student can be checked by Check Plagiarism check box.

Image 1.30 showing student options for the assignment file. These options include:

1. Students can view file - All students can read the file, but not edit it.
2. Students can edit file - All students share the same file and can make changes to it.
3. Make a copy for each student. - Students get their own copy of the file with their name added to the document title. For Google Docs, Sheets, and Slides files, both you and the student can edit the document. When students turn in the assignment, they can't edit the document until you return it to them. While giving out the assignment it is ideal for the teacher to choose the third option.

The concept of Rubric can be used to grade the assignment submitted by the student. A separate Rubric can be created for each assignment before pushing it across to the students.

Image 1.31 showing the portion of the screen where Rubric can be set. On clicking the the Rubric sign three options show up:

1. Create Rubric - Choosing this option allows creation of a new Rubric
2. Reuse Rubric - Choosing this option allows reuse of already created
3. Import from sheets - Choosing this option allows the user to import Rubric from the spread sheet.

Image 1.32 showing the first screen that appears on clicking Create Rubric sub menu.

Use scoring slider should be pushed to the right to enable scoring. Green dot will become visible when the slider is moved to the right. The next setting offers the option of sorting the order of points either from ascending or descending order. The teacher can use any option as per his / her convenience.

Various scoring criteria can be set and points alloted. New criterion can be added by clicking the Add a Criterion menu which is seen at the bottom of the page. In the following pages we will focus our energy in creating a rubric to evalute the assignment.

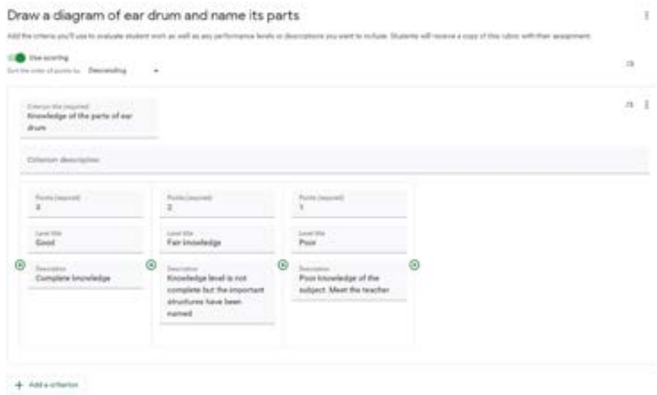


Image 1.33 showing the first criteria of Rubric created and alloted points. Similarly any number of criteria can be created to make evaluation of the assignment more scientific.

Various levels can be set under each criteria with award of points. A well planned rubric will help in scientific evaluation of the assessment.

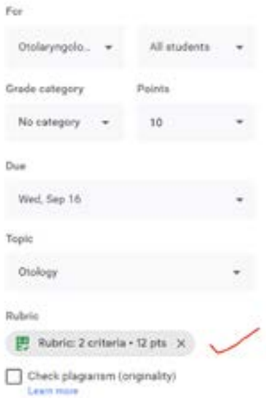


Image 1.34 showing formation of Rubric completed. Red tick mark. After completion of rubric the assignment can be assigned.

The assignment will be revealed when the student logs into the classroom.

A teacher needs to spend some time in creating a proper Rubric. for the assignment. Rubric is the currently available evaluation methodology commonly used to assess assignments. The same rubric can be used for other assignments also.

Emojis can be used to better convey the meaning of grades. Free Emojis are available in various websites. A google search for them will guide the user to these sites. Emojis can be copied and pasted to the rubric column.

The student to whom the assignment has been sent out receives an E mail intimating the same. On clicking the Open button in the E mail message it takes the student to the assignment screen.

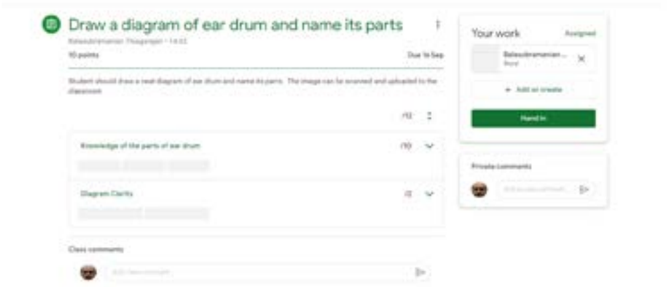


Image 1.35 showing the Student's screen where assessment that needs to be complete is displayed.

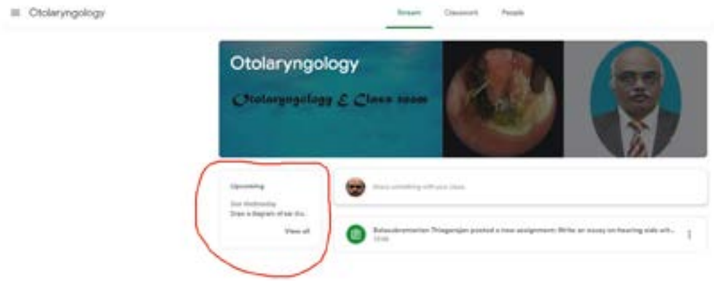


Image 1.36 showing the screen that will be seen by the student on logging in. The assignment is marked in a red circle

The student on logging in to the classroom will be shown the assignment details including the last date for submission.

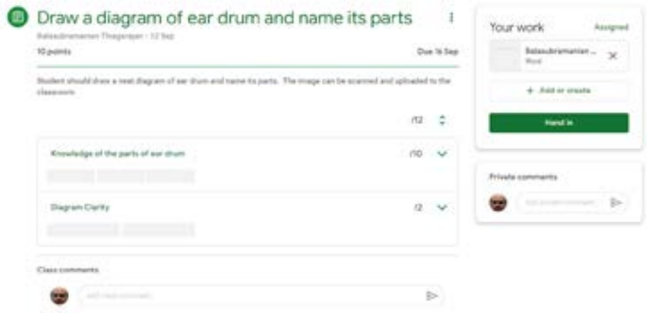


Image 1.37 showing the assignment screen of the student. It also displays the rubric that has been designed for the assignment. On completing the assignment the student can upload the file and hand in the file to the teacher. Assignment can be attempted on clicking the Add or Create button. The file can be edited by the student till such time the assignment is handed over to the teacher. No editing is possible by the student after handing over the file for evaluation. The student can also give out a few personal comments to the teacher. This comment will only be visible to the teacher and not to anyone else inside the classroom.

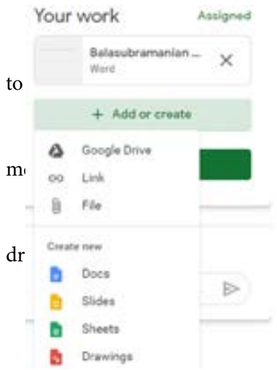


Image 1.38 showing Add or Create button which needs to be clicked by the student to create the assessment file. In this case since a drawing needs to be done the submitted drawing can be clicked. It will open up the google drive with a empty google page which can be used by the student to generate a drawing of the ear drum.

After completing the drawing the student can hand over the assignment to the teacher by clicking the Hand over button.

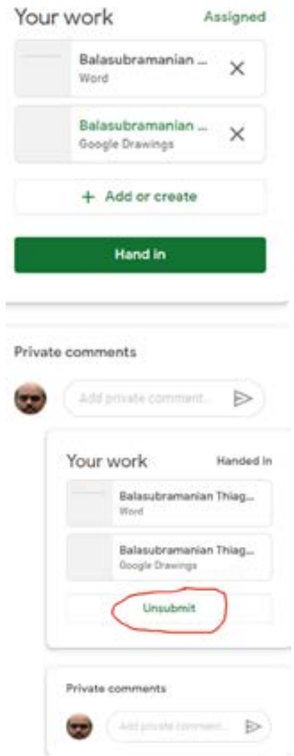


Image 1.39 showing the student has complete the drawing of the ear drum using google drawings and the file is ready for hand over to the teacher. All the student needs to do now is to click over the Hand in green button to hand over the assignment.

If there is a need for the student to send out a private comment to the teacher it can be typed inside the Private comments box before clicking the send icon. These private comments will be visible only to the teacher and not to others who use the google class-room.

Image 1.40 showing the confirmatory dialog box which says the assignment has been handed over to the teacher. If the student feels some corrections needs to be made to the document after submission, he / she can click on the un submit button (marked by red circle), carry out the corrections in the document and resubmit the assignment to the teacher.

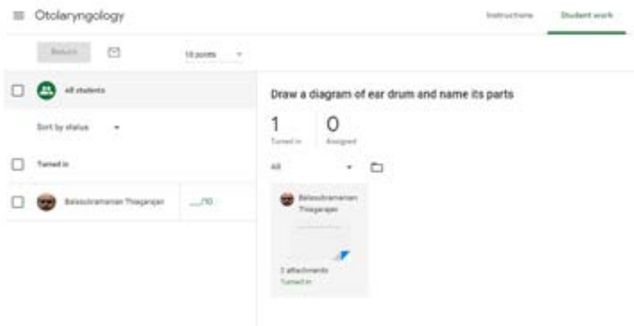
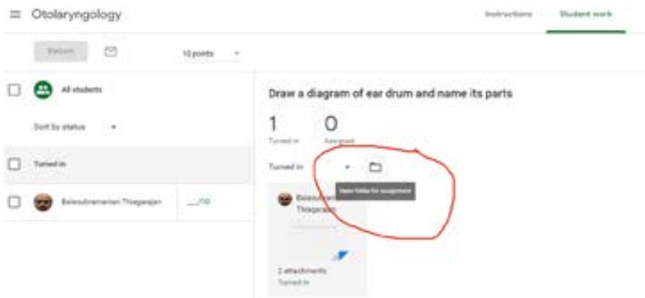


Image 1.41 showing Teacher's classroom interface where the screen informs that one student has submitted the assignment. Now the teacher will have to proceed with the process of valuation using the guide-lines laid out by the Rubric created for the assignment.



On clicking the assignment folder, as shown in the red circle of Image 1.42, the teacher will be taken to the folder that contains the assignment file of the student. The same may be viewed carefully before awarding (points / marks) to the assign-ment.

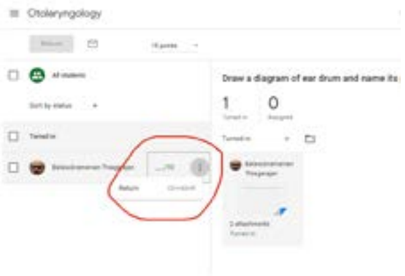


Image 1.43 showing three vertical dots that needs to be clicked by the teacher to enter the score. On clicking these three dots a sub-menu opens up and Return should be chosen from the sub menu. On clicking the blank space before the score the scoring screen will open.

Image 1.44 showing the Rubric score screen where the teacher can click on the box below the criteria to award marks. On being clicked the box will turn green. The return button is clicked next to return the document to the student along with the score. On completion of this process the document along with the score will be visible to the student when he /she logs into the classroom. If the student wants to re-submit a fresh work in order to improve the score with the permission of the teacher the action can be performed by clicking on the Green colored Resubmit button which will take the student to the submitted file. Corrections can be carried out to the file and the same may be resubmitted back to the teacher after informing the teacher in the private comment box as to the fact that a resubmission is done to correct the mistakes.

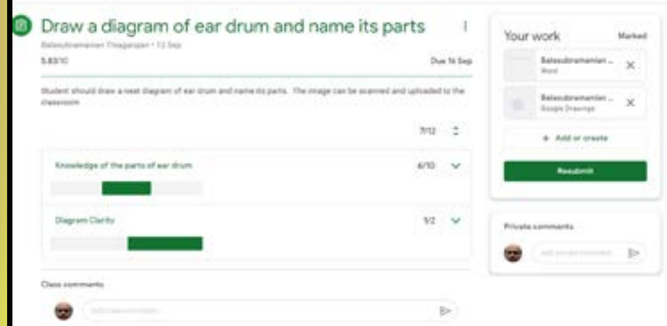


Image 1.45 showing he evaluated assignment along with the score awarded by the teacher. Resubmission can be attempted by clicking on the Resubmit button.

Student can choose to resubmit the assignment in order to correct the mistakes and also to get a chance to improve the score. This is possible only if the teacher has enabled resubmission of the assignment inside the classroom.

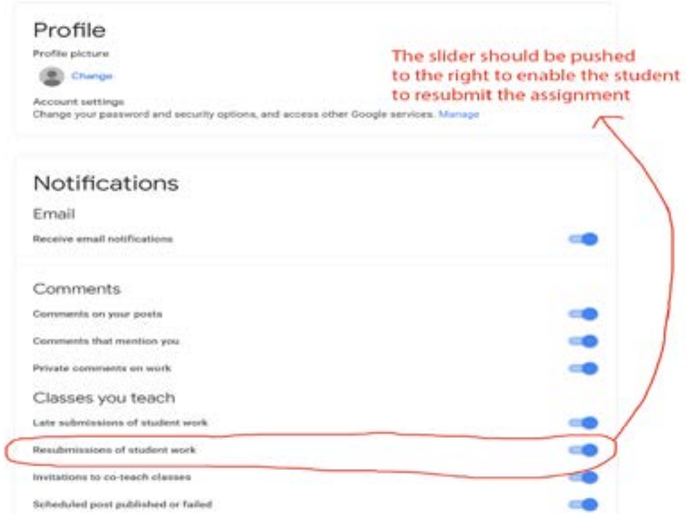


Image 1.46 showing resubmission of student work enabled in the classroom profile settings

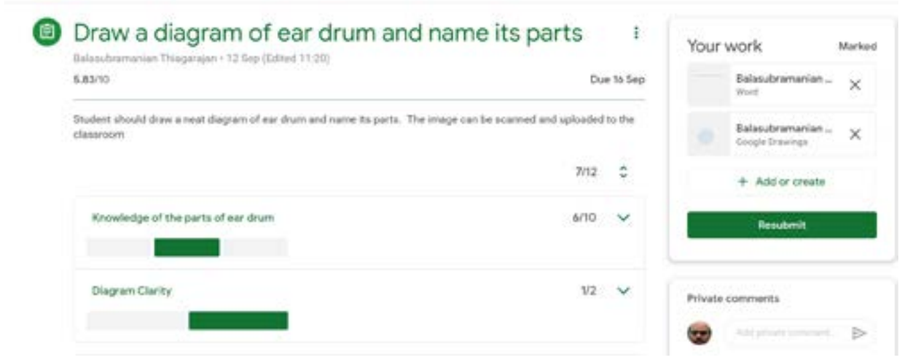


Image 1.47 showing the Resubmit button provided in the marked assignment. This is because the teacher has enabled resubmission of assignment inside the classroom settings. Student has realized that he has not named the parts of the ear drum and that is the reason for reduced marks awarded. Now the student has the option of correcting the mistake by clicking on the resubmit button to proceed to edit the assignment and carry out the corrections before resubmitting the same to the classroom. On clicking the resubmit button the student will be taken to the google drive where the edit can be performed on the file and the same may be handed over to the teacher.

A teacher who is using Institutional ID to create a classroom will have the provision to assign grades to the assignments and tests submitted by the student. At the end of the semester the overall grade is calculated within the classroom and compiled in the form of a grade book. The same may be shared to the student / as well as the guardian. This feature is also available in the paid version of G suite, but is not available in the free version. In the free version the teacher can just allot points / marks to the assignment / test submitted by the student. Before this feature can be used it should be enabled within the settings of the classroom.

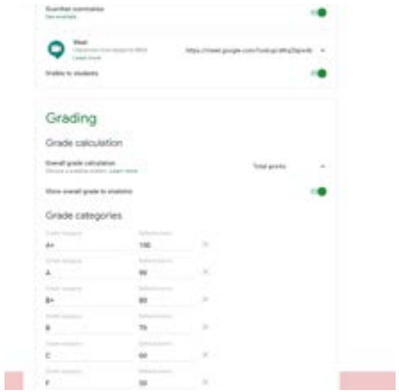
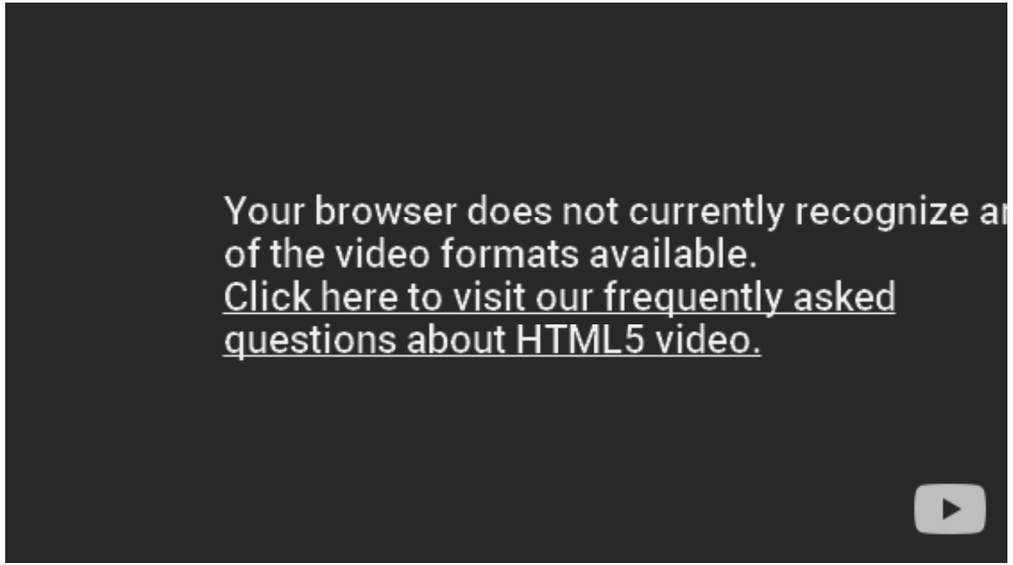


Image 1.48 showing Grade screen and Guardian summary enabled along with creation of various Grades as per the marks / points secured by the student.

The entire process of Grade creation can be viewed in the step by step video found in the next page. If the reader has any problems playing the embedded video then they can directly go to the video by clicking on the video link given in that page below the embedded video.



Video clipping showing creation of assignments and creation of a grading system to grade the same. If there is any problem viewing this video then it can be directly viewed by clicking View the Video Directly.

A teacher can review the pending work within the classroom as well as the progress of the student.
A teacher using google classroom can monitor the progress of a registered student by going to People tab and clicking on the name of the student. It opens up a new window showing details of assignments handed out to the student, details of the assignments submitted by the student along with their grades, and details of assignments that are yet to be submitted. It also prominently displays the overall grade secured by the student in all the tests and assignments. Any comment sent by the student will be visible by the side of the assignment. Assignments submitted will also be seen as attachments next to its name.

Student work can be filtered by clicking on the various filters seen on the right side of the screen. Filters include:

All assignments handed over by the teacher
Turned in - On clicking this menu, the details of assignments completed and handed over to the teacher will be displayed.
Returned - On clicking this menu the details of assignments completed and evaluated by the teacher will be displayed.
Missing - On clicking this menu the details of assignments and tests not taken up by the student before the stipulated date and time will be displayed.

This page also has a feature to send email to the student / guardian. E mail can be sent by clicking on the Email icon on the top right hand corner of this page. In the send e-mail window if the check box before the student work summary is checked then the work summary along with the grade will be mailed to the student. The same details can be mailed to the guardian if the email guardian feature is enabled in the g suite administrator control panel.

The teacher can review the classes along with the student's progress overall by clicking on the extreme top left of the classroom page and clicking on the To Review menu which is listed under the Teaching tab. On clicking on this menu a page will open showing the details of all the assignments and tests handed over to the students. Teacher can then filter the page by choosing the name of the class that is to be reviewed by clicking on the down arrow next to the classes box. On clicking the down arrow the list of created classes by the teacher will be shown. From that list the teacher can choose the class to review.

The next window which appears on choosing the class to be reviewed will contain all the work, tests and assignments that the teacher has allotted to the students, details of completed tests and assignments, details of pending

evaluation by the teacher and details of completed evaluation of submitted assignments by the teacher. In other words this page gives a birds eye view of the classroom work. On completion of the review process the teacher can click on the three vertical dots seen at the end of the title of the assignment / test and choose mark as reviewed as the choice. If this is chosen the item that has been reviewed will not be listed on the page. One more tab will be enabled next to review tab. It will be titled as Reviewed. If that tab is clicked then the items for which review process has been completed will be found listed. The teacher can also click on the Reviewed tab and send the already reviewed material again to be reviewed by clicking on the vertical three dots next to the title of the assignment / test and choosing mark as not reviewed. This act by the teacher will push the item back to the To Review list.

Video showing resubmission of assignment within the classroom. If it does not play then it can be accessed by clicking this link: Video

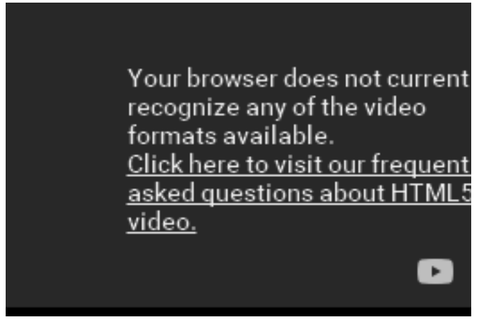


Image 1.49 showing the Grade sheet of students inside the classroom. This can be accessed by clicking on the Grades tab found on top of the Classroom page. On clicking the name of the student it will open up the customized grade sheet of the student which can directly be emailed to them or to their guardian or both.

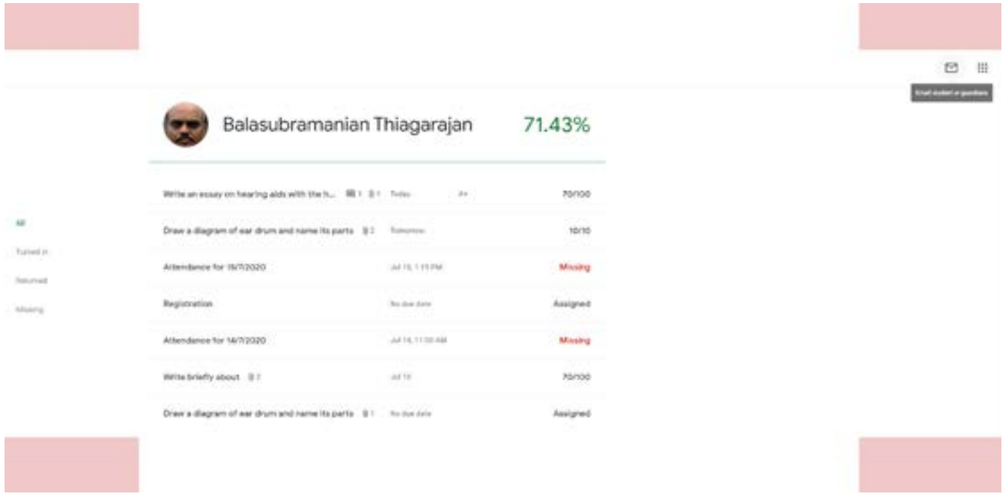


Image 1.50 showing the screen showing individual grade sheet of the student. It can be emailed to the student / guardian by clicking on the mail icon at the top left corner of the screen. This feature should have been enabled by the teacher in the classroom setting before putting this feature to use.

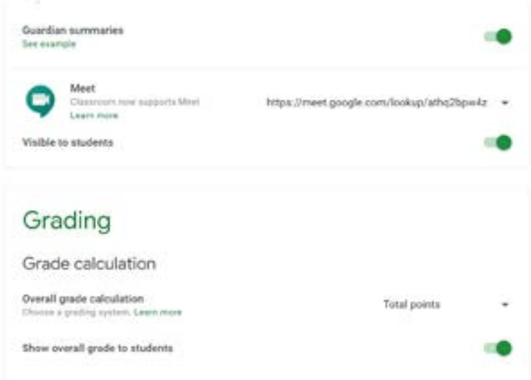


Image 1.51 showing class settings where Show over all grade to students and Guardian summaries have been enabled by pushing the dot to the right till it becomes green. Cumulative grading of the student can be displayed to the student and guardian only if these settings are enabled within the class.

Using Google Meet to conduct on line Lectures

Lectures are an important part of any class. Google classroom has been integrated with Google Meet tool which can be used to conduct on line video lectures. The link to this tool can be seen in the Google classroom interface itself.

Image 1.52 showing the icon for Google Meet (Red circle). This can be seen under the Classwork tab.

Before scheduling a google meet, an event should be created in the Google calendar the link to which can be found within the google classroom. Google meet is integrated to Google classroom only in Educational G suite or paid version of G suite. It is not available in the free version. If the teacher wants to use a free version then a separate google meet is scheduled using the Google ID of the teacher and the link can be posted into the classroom.

Google meet and google calendar link (integrated ones) seen in classroom created with institutional ID or paid G suite version as shown in Image 1.52 above.

As a first step Google Meet is scheduled using the calendar link inside the classroom.

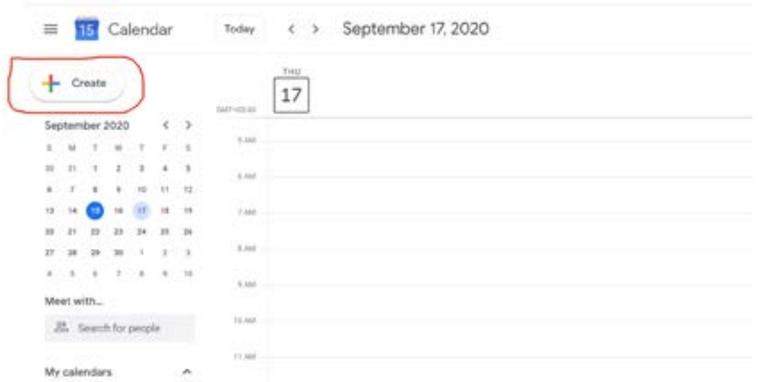
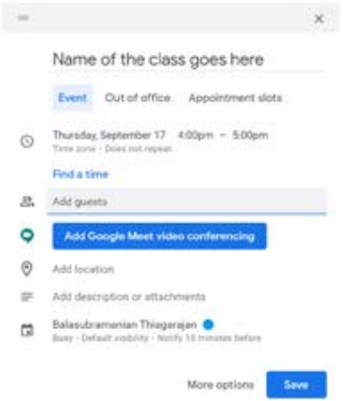


Image 1.53 showing the Create button which can be Clicked to create Google Meet.



On clicking the create button a new window opens as shown in this Image 1.54. The name of the lecture is typed in the field above. In the add Guests field E mail Id's of the students should be entered. Time can be specified by clicking the Find a time link. Date and time of the class can be entered in that field.

A description of the class can be entered on clicking the Add description or attachments menu. Any attachments that the student attending the class need can be uploaded by clicking on the upload attachment link. The same can be downloaded by the student for their use. On clicking the save button the even will be saved. The details of the event will be emailed to the students automatically. The students should be instructed to import the classroom calender into their personal calendar.

Image 1.55 showing the event listed in the calendar.

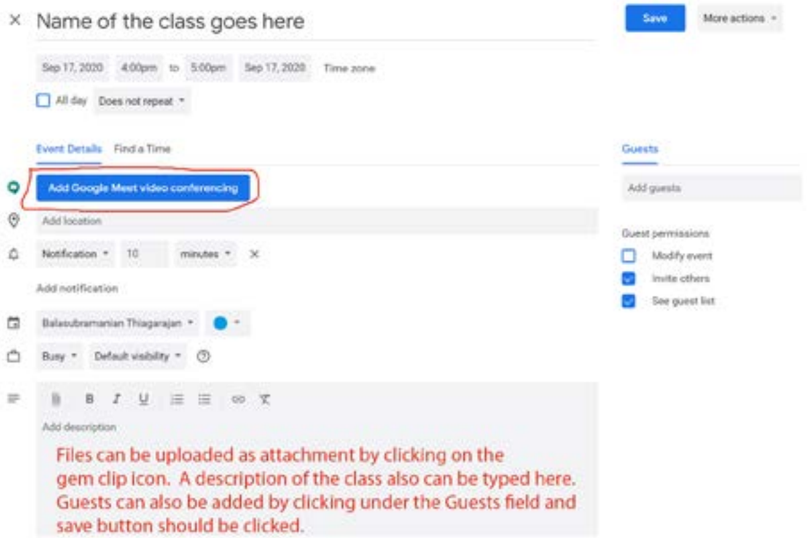


Image 1.56 showing how to add google meeting within the classroom. This can be created by clicking on the Add Google Meet video conferencing link (red marked). Description of the class can be entered in the description field. Files can be uploaded by clicking on the gem clip button.
The even should be saved without fail by clicking on the save button.

On clicking the down arrow next to more actions menu will open up sub menu which will be discussed in the next page.

Image 1.57 showing the sub menu under More actions menu: Include
Print
Delete
Duplicate
Copy to Otolaryngology
Copy to Otology
Copy to Rhinology
Publish event
Change owner

These are various calenders available inside the demo Classroom setup. The user can choose to copy the event to any of the calender of choice so that reminders can be sent.

The owner of the event can also be changed by clicking on the Change owner menu and this will help if a teacher wants to exchange the class with other teachers. On clicking Publish event the event would become available in public. A HTML code of the event will be created and the same may be incorporated into any website. This will help anyone who has access to the Internet to copy the event into their personal calendar. If Live stream needs to be added to the even the Duplicate event menu should be clicked. The live stream can be set by double clicking on the duplicate calendar entry of the event.

Image 1.58 showing Publish event screen.

Image 1.59 showing the Event details where the Meeting ID and the maximum number of participants allowed is indicated. In the free tier the maximum number of participants who can attend the meet is 100 and in the Educational version of G suite and the paid version of G suite the maximum number of attendees is 250 participants. The meeting link can be copied and sent to the students. The e mail invite which gets automatically generated and sent to the participants contains all these details. Students can also attend the class using their mobile phones with the numbers which are mentioned under the Event details. More phone numbers will get generated on clicking on the More phone numbers menu.

The student on clicking the Meeting ID it will open up the Google meet screen. The student on being permitted by the teacher can join the class.

Image 1.60 showing the Google meet interface when the student logs in using the link provided. On clicking the Join now button the student can join the class as soon as the teacher permits the student to join the classroom.

The teacher can start the class by clicking on the Present tab. On clicking the present now button the following sub menu would open up. They include: Your entire screen, A window, A chrome tab.

Your entire screen - On clicking this menu the entire screen can be shared with the students.
A window - On clicking this menu, the teacher has the option of sharing a specific window.
A chrome tab - On clicking this menu, one can share the chrome browser tab with the students.

If the teacher is using Educational G suite or a paid version of G suite then there is an option to record the Google meet proceeding. This recording can be downloaded from the Classroom and uploaded to YouTube channel so that students can access it if a link to the video is provided inside the google classroom.

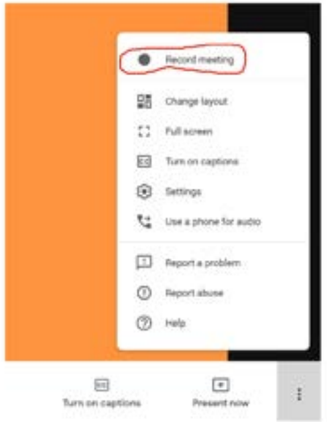


Image 1.61 showing the sub menu that appears when the three vertical dots seen in the right lower corner of Google Meet window is clicked. In the first sub menu Record meeting tab can be seen. On clicking this tab a permission to record window will become visible, and on giving the permission the entire meeting will be recorded and stored in the G drive. After the recording is complete E mail will be sent to the user.

On clicking the Full screen menu, the Google Meet will take the full screen view.

The user can come out of the full screen window by pressing the Esc button on the keyboard.

On Clicking Turn on captions, Google meet will caption and display the words uttered by the presenter as text within the google meet window.

Turn on captions is a very useful option if the audio of the speaker is not clear for some reason, or if the participant of the meeting has hearing disability. Caption will be displayed on the screen as the speaker continues to speak.

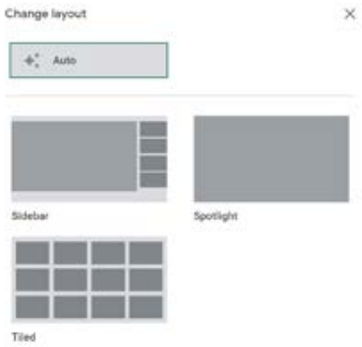


Image 1.62 showing the screen that appears when Change layout menu is chosen. If the participants are many then the tiled version if chosen will show a larger number of participants on the screen. Participants can be seen on moving the mouse over the screen. If someone joins the meeting after it has started then that person will be seen at the bottom of the screen.

Presentation appears in the largest tile while the participants can be seen in the side bar. If tiled layout is selected then 16 participants can be seen in the order in which they have joined. On hovering the mouse over the picture of a participant then their name would become visible. This setting is disabled when someone is presenting, where the sidebar will be used. If the spotlight layout is chosen the current speaker window or the presentation would fill the entire field.

At any time during a call, one can click on someone's image and it will pin their video feed to your screen. With these layouts, it's easy to keep the focus on whoever is speaking or those who are most important to the participant.

Image 1.63 showing the full screen view of Google meet window

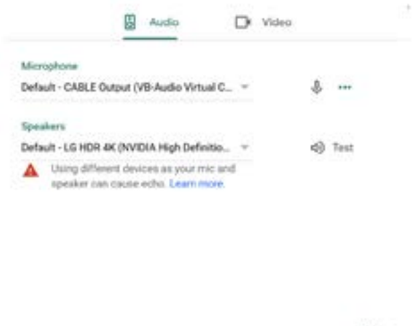


Image 1.64 showing the settings window for audio and video. The audio settings tab allows to user to set the microphone that is going to be used inside the Google meet. The working of the speaker can be tested by clicking on the speaker icon. It should be stressed that the same device should be used for recording the voice (mic) and to hear the audio (speaker). If different devices are used then it could cause an unpleasant echo.

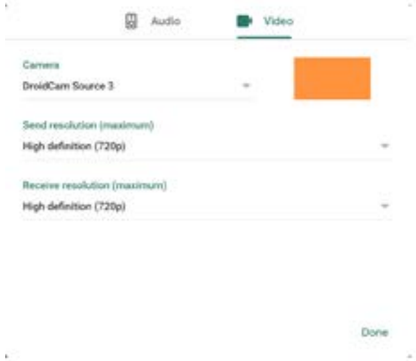
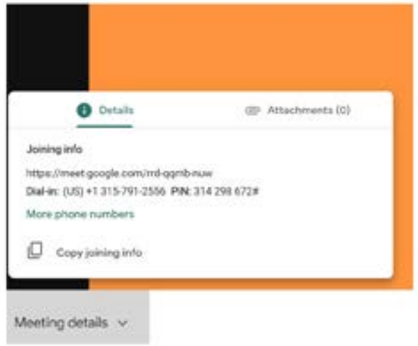


Image 1.65 showing video settings where the webcam may be chosen. Maximum screen resolution is chosen if the meeting is going to be recorded as this setting will ensure that the video recording would be optimal for you-tube uploads. After creating the optimal settings the Done button should be clicked to ensure that these settings take effect.

Image 1.66 showing the interface that gives out the phone numbers that can be used for Google meet audio purposes. This can be evoked by clicking on use phone for audio sub menu which appears on clicking the three vertical dots seen on the lower right corner of the Google Meet screen.

Any problems with Google Meet can be reported by clicking on Report a problem sub menu. Any complaints of abuse of google meet can be reported by clicking on the sub menu Report abuse.



Meeting details tab can be seen in the left lower corner of Google Meet screen. On clicking the tab it gives details of joining link which can be given out to the participants. Dial in phone numbers can also be seen which can be passed on to the participants who prefer to join the meeting using a mobile phone. On clicking the copy joining info tab the entire information including the link to the google meet and the phone numbers which can be used to join the meeting can be copied to the clipboard. The same may be sent to the participants by E mail message. Clicking on the attachment icon will reveal the attachment any that the teacher has uploaded for the student.

Image 1.67 showing three icons. On clicking the microphone icon it will mute the user's mic, when the telephone receiver is clicked the meeting ends. On clicking the video icon the video alone can be stopped.

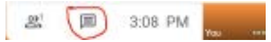
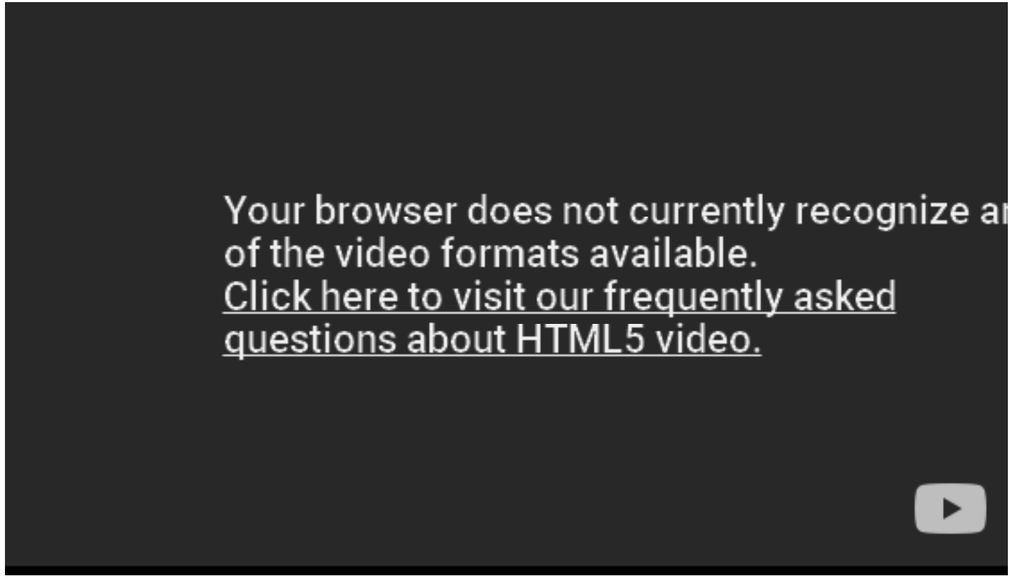


Image 1.68 showing the icons seen on the right corner of the Google Meet screen. The first icon shows the number of members who have joined the google meet. The next icon when clicked opens up the chat screen using which the speaker and the members within the meet can post messages. The chat screen messages can be viewed by all the members who have joined the google meet.

A teacher can start the class by clicking on the Present button. If some other member clicks on the present button then he / she will have access to the presentation screen. The teacher should inform the student not to click the Present button while they are attending the class. With the current version of Google meet a teacher cannot prevent a student from going into the presentation mode while the class is on. That is the reason why the students should be cautioned not to click on the present now button while the class is in progress. The next icon shows the current time.

On clicking the You icon the teacher can pin himself / herself to the screen. Clicking on the your button will pin the teacher to the screen.



Video clipping showing Google meet functions. If the video does not play well then click on this Link

Managing students & teachers within the classroom

Students and teachers are specific role mapping between a user profile and a course. This represents the user's role in the course. Designations of student and teacher are not global; a user can be assigned as a teacher for one course and a student in another course. The designation "Student" or "Teacher" represents a set of permissions for a particular user in a particular course. A student resource represents a user who is enrolled as a student in a specific course. Students are permitted to view the course details and teachers for that course.

A teacher resource represents a user who teaches a specific course. Teachers are permitted to view and change the course details, view teachers and students, and manage additional teachers and students.

Students and teachers are identified by the unique ID or email address of the user, as returned by the Google Admin SDK. The current user may also refer to their own ID using their own ID using the "me" shorthand.

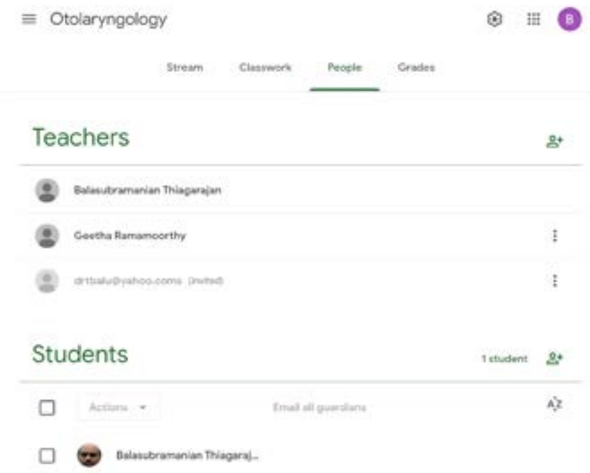
Types of user accounts that can be used to sign into google classroom:

School account - This is also known as the G Suite for Education account. This account is set up by an accredited school.

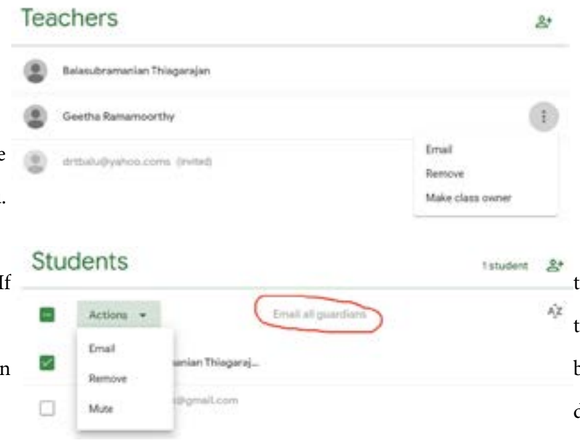
Personal Google account - This is set up by the student, parent or guardian. Typically, a personal google account is used outside of a school setting.

G Suite account - This is set up by an organization's G Suite admin.

Students and teachers can be managed by clicking on the People tab inside the classroom. On clicking the tab it opens up a page showing a list of teachers and students. On the Top will be seen the list of teachers and below the teachers column the list of enrolled students can be seen. On clicking the Plus button next to the Teachers tab a window would open facilitating sending an E mail invite to the teacher. Similarly next to the students icon a plus sign can be seen which on clicking will enable the e mail invite window using which classroom invite mail can be sent to the students.



Next to the name of the teacher a vertical set of three dots can be seen. On clicking that vertical dots a sub menu would open which would help the owner to the classroom to send Email to the teacher, or to remove the teacher or to make the chosen teacher the owner of the classroom. The ownership of the classroom can be changed from this window. The owner of the class is supposed to have absolute right inside the classroom. The owner can delete courses, archive courses as well as add or delete teachers or students.



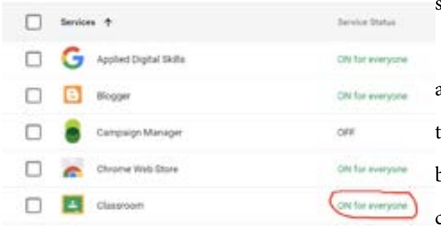
Under the Students heading the students of the class could be seen listed in an Alphabetical order. The default order is start from last name. The same can be changed by clicking on the A Z button seen on the right edge of the students menu. On clicking that button the default order of arrangement of student names can be ordered from first name. If the same button is clicked again then the listing order of the students reverses. Just above the list of students a Action button with a down arrow could be seen. Clicking on the down arrow opens up the following sub menu:

1. E mail - On clicking this sub menu an e mail can be sent to the student.

2. Remove - On clicking the remove sub menu the concerned student can be removed from the class

3. Mute - On clicking this sub menu, the selected student can be prevented from posting comments inside the classroom.

Just under the student menu is a link (Email all guardians). On clicking this link E mail can be sent to the Guardians of students. Grade summary of the student can be sent by e mail.



In the Educational G suite the administrator should verify the teacher who has accepted the teacher invite. On verification by the admin, the teacher becomes a verified teacher. Only a verified teacher can create classes, and manage guardians.

If G suite is used then the administrator should turn on the classroom function for all teachers to enable them to create and manage classrooms as shown in the image above. If the teacher is using a personal Google ID then this is not an issue as the ability to create classroom is on by default.

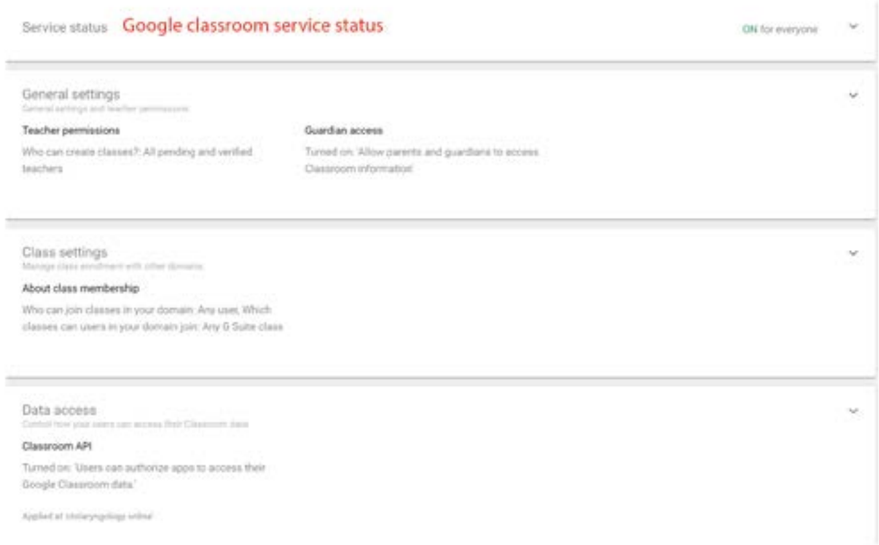


Image 1.69 showing the ideal settings for google classroom in an Educational G suite. This setting is not needed for class-

rooms created using personal Google ID. Most important settings that need to be set by the Educational suite administrator are:

1. Class membership - The setting should be set to permit any user to join the classroom. If it is not set this way then only members of the G suite domain can join the classroom. To make the use of classroom more wide-spread it is better to permit even students form outside the G suite domain to joint the classroom.

2. Teacher permissions - This should be set to only verified teachers can create classes to prevent unauthorized creation of classrooms by unverified teachers.

3. Guardian access - This setting should be enabled to ensure communication with the guardian of the students who have enrolled in to the classroom.

TABLE SHOWING FEATURES OF VARIOUS EDITIONS OF G SUITE

If a student uses Classroom with	Primary teacher uses Classroom with	Can the student joint the class?
G Suite for education or Non profits	G Suite for education or Non profits	Yes, if class settings in both organizations allow it.
G Suite Basic, Business, or Enterprise	G Suite Basic, Business, or Enterprise	Yes, if class settings in both organizations allow it.
G Suite for Education or Nonprofits	G Suite Basic, Business, Enterprise, or a personal Google Account	No
G Suite Basic, Business, or Enterprise	G Suite for Education or Nonprofits or a personal Google Account	No
Personal Google Account	G Suite for Education or G Suite Basic, Business, or Enterprise	Yes, if the G Suite organization allows it.
Personal Google Account	Personal Google Account	Yes

Important: G Suite Basic, Business, and Enterprise customers should not use Classroom with users under the age of 13 or at a school with students.

Users (students & teachers) can be put into an organizational unit. This is possible only if G suite Educational / paid version is used. This helps the administrator to turn classroom on or off for select groups of users.

Working of Organizational structure:

To start with inside the Google Admin console all the users and devices are placed in a single organizational unit, also known as the top-level parent organization.

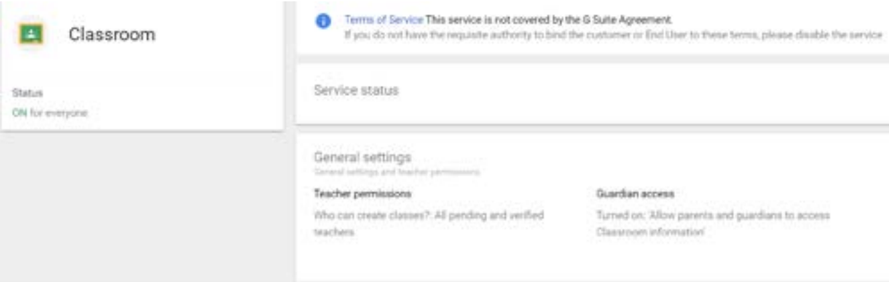
Applying settings to groups of users / devices:

In order to apply different settings to some users / devices, they should be placed in a child organization, below the top level. Users / devices in organizations get the settings that is applied by the administrator to them. In order to prevent a child organization from inheriting the parent organization settings, specific set-

tings to the child organization needs to be applied.

As an example - G mail, Google Meet, and Google Drive work for users in the top-level organization. Users in the child organization inherit Gmail and Drive, but for them, Google Meet is not accessible.

Giving users access to classroom:



If the user is using G Suite for Education or Nonprofits, click Apps/G suite/ Classroom. If the user is using G suite Basic, Business, or Enterprise then click Apps/Additional Google Services/Classroom.

Click on service status. On the left of this window the top level organizational unit and any parent or child organizational units can be seen. To turn Google Classroom feature on or off the organizational unit is first selected on the left hand side of the window and the slider can be used to turn it on / off. In order to override this setting for an organizational unit the

override button can be clicked. On clicking the save the new settings are saved.

Two settings can be configured for classroom from G suite Admin interface. They include:

Class membership - This setting determines who can joint classes in the domain and which classes the users from the domain can join.

White-listed domains - This setting allows users to join classes from the domains that can be trusted and allow teachers and students from different domains to share information.

Viewing classroom usage reports:

G suite administrator can see usage trends and monitor user activity within the organization and also within the classroom. This feature is available only to users using Educational G suite or paid G suite version. The following parameters are commonly monitored using this feature:

1. Number of active classes

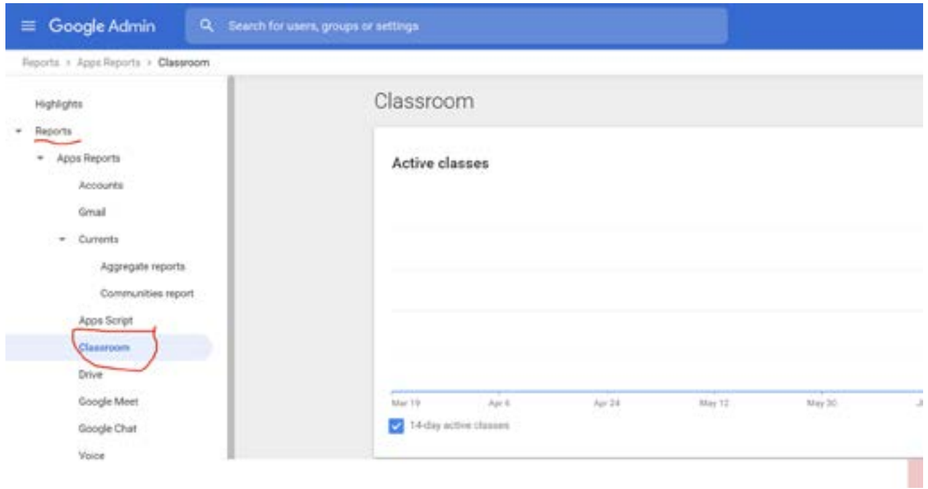
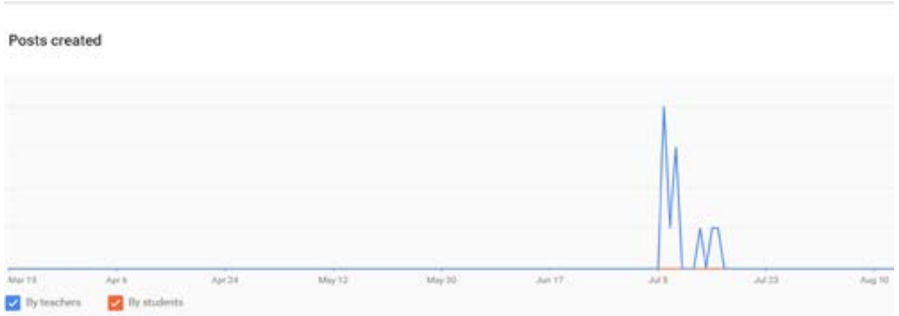


Image 1.69 showing the Classroom Report page opened by logging into G suite admin portal

2. Posts created by students and teachers.

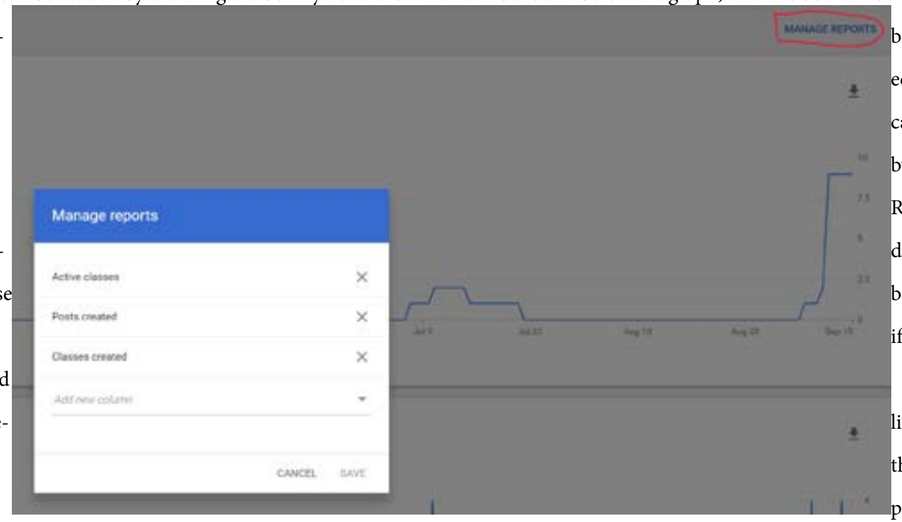
This report can be accessed by logging into G suite admin console and then going to Reports page. On the left side in this page the menu Apps Reports can be seen and from under it Classroom can be found listed. It is



clicked to bring up the classroom report page. By scrolling over the time line of the graph showing number of active classes, the details pertaining to the number of classes during the previous 14 day period is shown. For this data to be available the check box under the graph line titled 14-day active classes should be checked. If this box is not checked then no data will be visible.

The next graph shows the number of posts created by the Teachers and Students. Number of posts created by

teachers alone can be viewed by checking the box By Teachers which can be found below the graph, and this box will be blue in color. Number of posts created by students can be viewed by checking the Red colored By Students box. After these boxes are checked, if the cursor is moved across the time-line of the graph the number of posts become visible as a tool tip text. On clicking the download icon at the top of the graph showing the report, it provides the option of downloading the report in Excel / CSV format.



To remove a graph or add one back:

At the top, click Manage Reports.

Click Remove “” or the Down arrow “” and then the graph.

Click Save.

Reviewing classroom usage data for a user:

This can be performed from the Google Admin console. From the admin console Home page go to Reports. On the left, under User Reports, click Apps usage. Click Add a filter > User name. Enter the user’s name or email address > click their name in the list.

Remove extra columns

The columns that refer to Classroom are Classroom - last used time, Classes created, and Posts created.

Note: Last time used—The last time the user took an action on Classroom, such as creating, grading, returning or submitting work, or posting to the class stream.

To remove columns from the report:

Click Manage columns

Next to a column, click Remove (X)

Click Save.

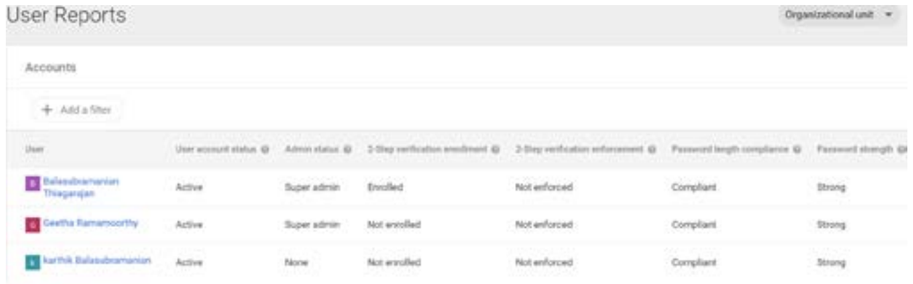


Image 1.70 showing User Report screen.

Attendance details of students who have attended the Google meet can be downloaded from the Audit log available for google meet. It gives details of Email ID of all the participants, log in and logout time of the participants, the device used to login to the google meet. Filters can be applied to view attendance details. The image below shows the filters that can be applied to retrieve data. On clicking the download arrow data can be downloaded in Excel of CSV format as the need be.

Data lag times varies between 1-3 days. It takes this period for the data to be updated within the G suite server. Audit log will be retained within the server for varying duration between 15 days to6 months.

Highlights Report:

G suite administrator can use the Highlights reports to view summarized key metrics and trends for the domain. These metrics include app usage, user status, storage quota, document visibility and security.

Viewing the status of different accounts:

This panel is used to view the overall status of user accounts in the organization. Percentage of accounts that are blocked, suspended, archived and active can be seen. In order to view more details in an Accounts reports the

Google Meet

+ Add a filter

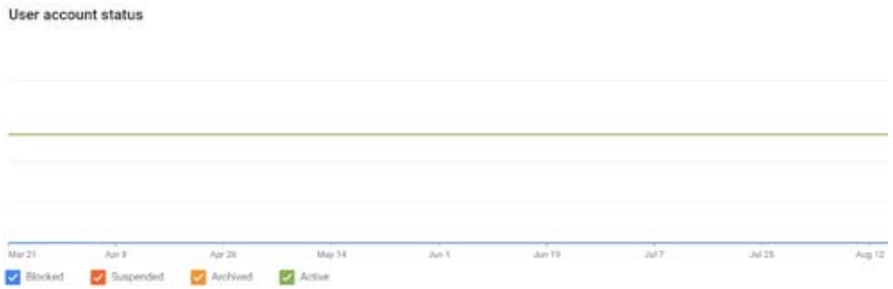
Participant Identifier	Participant Outside Organisation	Client Type	Organizer Email	Product Type	Duration	Call Rating out of 5	Participant Name	IP Address	City
drtbalu@drtbalu.com	No	Web	drtbalu@drtbalu.com	Google Meet	10 min 46 sec		Balasubramanian Thiagarajan	27.57.20.190	Chennai
drtbalu@drtbalu.com	No	Web	drtbalu@drtbalu.com	Google Meet	1 min 24 sec		Balasubramanian Thiagarajan	27.57.20.190	Chennai
drtbalu@drtbalu.com	No	Web	drtbalu@drtbalu.com	Google Meet	2 hr 50 min 15 sec		Balasubramanian Thiagarajan	27.57.20.190	Chennai
drtbalu@drtbalu.com	No	Web	drtbalu@drtbalu.com	Google Meet	12 min 18 sec		Balasubramanian Thiagarajan	27.57.20.190	Chennai
drtbalu@drtbalu.com	No	Web	drtbalu@drtbalu.com	Google Meet	8 sec		Balasubramanian Thiagarajan	27.57.20.190	Chennai
	Yes	Android	drtbalu@drtbalu.com	Google Meet	1 hr 24 min 1 sec		58 Mir Arbaz Hamid		
	Yes	Android	drtbalu@drtbalu.com	Google Meet	1 hr 12 min 34 sec		125-Tamilarasi		

Page 1 of many

Image 1.71 showing Google meet log details that can be retrieved from the G suite admin panel

View Details tab is clicked.

Highlights Report: Below is the image showing User account status



G suite administrator can use the Highlights reports to view summarized key metrics and trends for the domain. These metrics include app usage, user status, storage quota, document visibility and security.

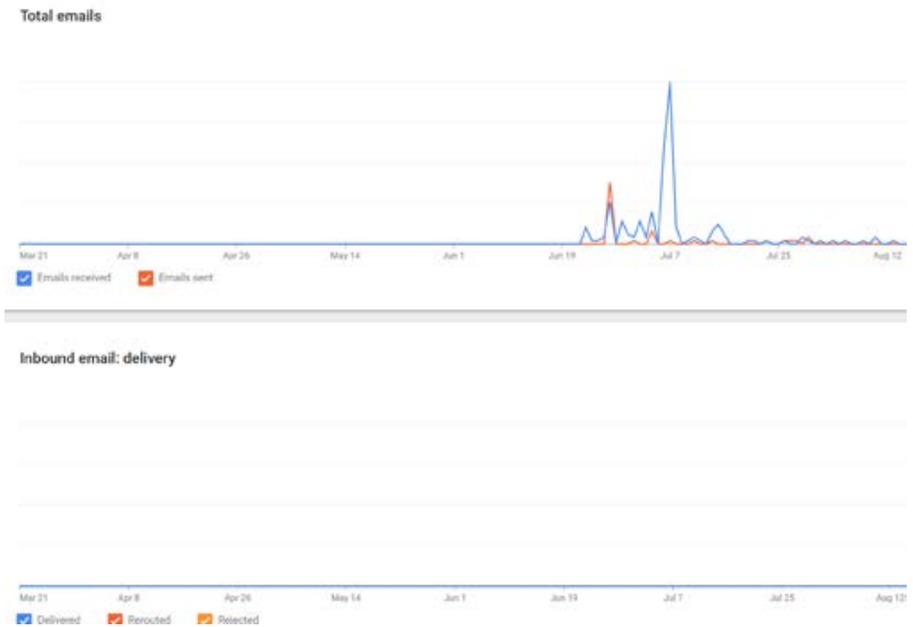
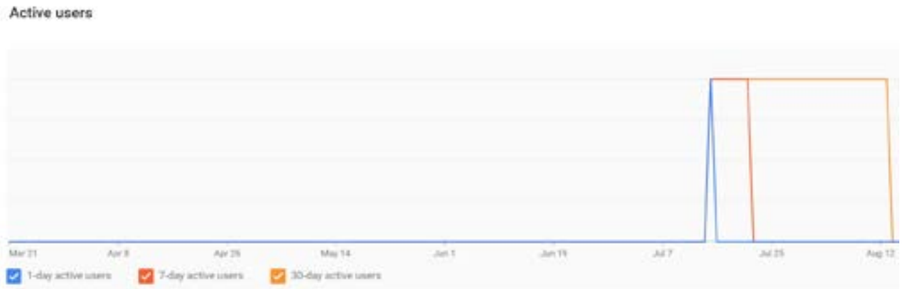


Image 1.72 showing G mail log as seen in the G suite admin panel

Viewing the status of different accounts:

This panel is used to view the overall status of user accounts in the organization. Percentage of accounts that are



blocked, suspended, archived and active can be seen. In order to view more details in an Accounts reports the View Details tab is clicked.

G mail heading under Highlights helps the administrator gives details about total emails received and sent from the domain. The report is so detailed that even inbound spam mail number as well as number of inbound encrypted emails are also shown in this page.

Aggregate reports under Current menu of Highlights show the number of active users inside the domain as well as new users who have registered themselves to the domain.

G suite administrator can use G drive panel to view the number of files shared externally as well as internally.

External shares—Number of files that were shared externally by users in the domain during the selected time window:

Public - files that are made publicly available

Anyone With Link - files made available to anyone with the link

Outside Domain - files shared explicitly with individuals or groups outside the domain

Internal shares—Number of files that were shared or private by users in the domain during the selected time window:

Anyone In Domain - files that are shared with anyone in the domain

Anyone In Domain With Link - files that are shared with anyone in the domain with link

Inside Domain - files that are shared explicitly with a user or group within the domain

Private - files that are not shared at all.

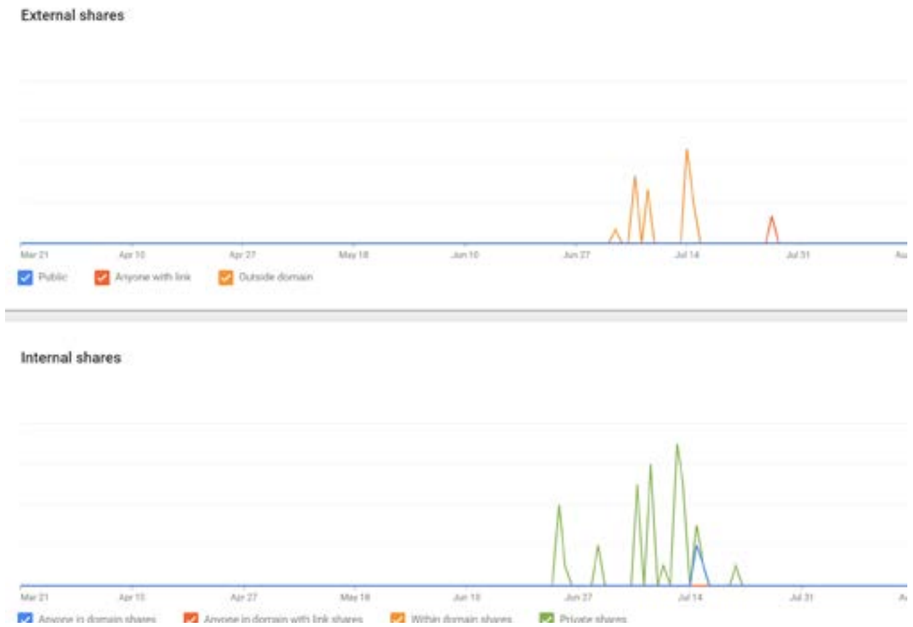


Image 1.73 showing file share details both internal and external shares during the specified period

Apps usage sub-menu shows the details of apps used by various members of the organization. It also states the drive storage space used for storing files, Gmail storage space used, photo storage used, class room last used time, classes created and posts created. Complete details of the number of emails sent / received by the user within the domain, files viewed, created and edited within the Google drive. This provides a comprehensive view of usage statistics within the G suite.

Apps usage

+ Add a filter

User	Gmail storage used (MB)	Drive storage used (MB)	Photos storage used (MB)	Total storage used (MB)	Storage used (%)	Classroom - last used time
Balasubramanian Thiagarajan	204	1549	0	1754	3	Sep 15, 2020 9:18:50 AM IST
Geetha Ramamoorthy	0	0	0	0	0	Jan 1, 1970 5:30:00 AM IST
karthik Balasubramanian	0	0	0	0	0	Jan 1, 1970 5:30:00 AM IST

Image 1.74 showing usage details of apps used by various users within the G suite domain

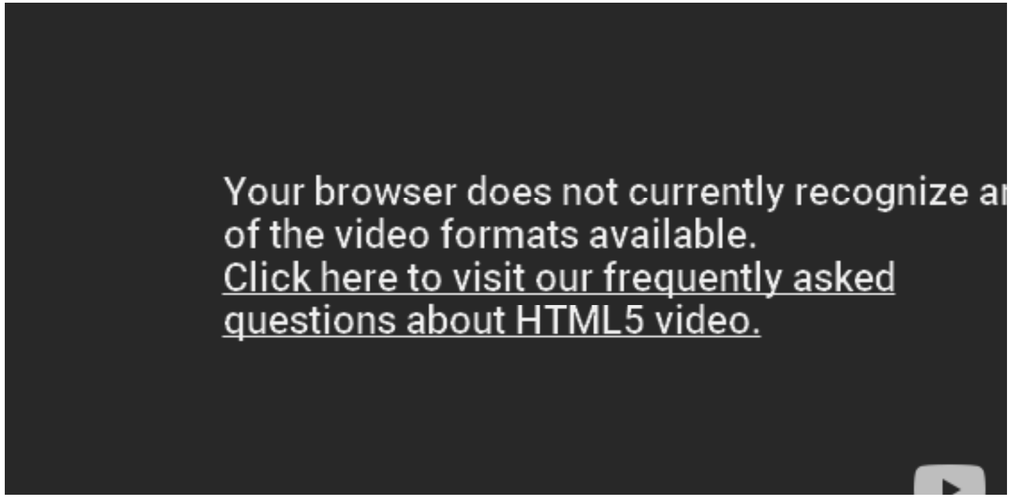
Security tab shows the list of users and the security features used by each one of them. Filters can be added by clicking on the add filter button to filter the data as per the data analysis requirement.

Security

+ Add a filter

User	External apps	2-Step verification enrollment	2-Step verification enforcement	Password length compliance	Password strength	User account status
Balasubramanian Thiagarajan	11	Enrolled	Not enforced	Compliant	Strong	Active
Geetha Ramamoorthy	0	Not enrolled	Not enforced	Compliant	Strong	Active
karthik Balasubramanian	0	Not enrolled	Not enforced	Compliant	Strong	Active

Image 1.75 showing security page showing the user list along with the security features they use within the domain.



Video clipping showing Advanced user management within google classroom. If there is any difficulty in playing the video please click this Link. This is a high resolution 4k video clipping.

Use of Google calender within classroom

For each class the teacher and student share a classroom calendar in google calendar. If the link to the calendar is not seen inside the classroom then it would mean the G suite administrator has turned off the Calendar for the said account. The administrator should be requested to turn on the calendar feature for the classroom. If the classroom is created using a private google account then the calendar would be available by default.

There will be two types of calendars available in Google service. The first one is the Google calendar which can be used in any device and the next one is the Classroom calendar which can be used only with the computer.

Google calendar (any device):
Using this calendar a user can -
view classwork due dates
view class events
Add personal reminders that only the user can see
Add events such as study sessions
Anything added to this calendar will not show up in the classroom calendar.

Classroom calendar:
Using this calendar the user can -
View classwork dates
Click an item and open it in classroom
The user cannot add anything to the classroom calendar

Items that the teacher assigns to individual students appear inside the classroom calendar. These items won't appear in the google calendar. When assignments and questions are created with due dates inside the classroom they appear on the calendar. The teacher as well as students inside the classroom can view these details on the classroom calendar or in the google calendar.

Viewing classwork on the google classroom calendar:

To view classwork on the classroom calendar:

Go to the classroom

At the top click on the Menu

Inside the menu click Calendar

That calendar will list all the questions and assignments posted to the classroom

The question / assignment can be clicked to open the same.

To view past / future work on should click on the right / left arrow next to the date.

To return to today, at the top click on Today.

To see classwork for all classes then the All classes menu is clicked. To see classwork for only one class then click All classes and then select from the list.

Adding events to the classroom in classroom calendar:

The teacher can add events like field trips / exam dates to google calendar. To view these events students will have to open Google calendar.
The teacher can add a class event by going to the classroom and clicking on the classwork tab. Inside the class-work menu window google calendar tab would be seen. On clicking on the tab the classroom calendar would open.
A new event can be created by clicking on the Create button. Another way to create an event is to click on the date and click on the time slot. On doing this a window will open asking the user the details about the event that needs to be added to the calendar. On keying in the details and on clicking the save button the event will be saved to the classroom calendar.

Adding Reminders to the google calendar:

Google calendar is opened.
Reminders box next to "My Calendars" is checked.
click on the empty slot in the calendar.
In the popup box, click Reminder.
The reminder is typed.
Date, time and frequency of the remainder is specified
Save button is clicked.

The reminder set already in the Google calendar can be edited by clicking on the pencil (edit reminder) icon. Details can be edited, and then updated by saving the same.

Scheduling a task inside google calendar:

A task can also be set inside the google calendar. Before proceeding further in setting up the task inside the calendar, the task box which could be found listed under My calendars should be checked.

On clicking the empty slot inside the calendar the pop up window that opens will show Task tab listed at the top of the window. The same can be clicked and the Task can be set. The save button should be clicked as soon as the task entries are made to save the task to the task list.

Sharing a personal google calendar with someone else:

Caution should be exercised when one attempts to share their calendar. Anyone with full permission will be able to respond to invitations, create and edit events and share the already shared calendar with others.

A calendar can be shared with family, friends and co-workers.

It is ideal to create a new calendar which can be shared and multiple people can edit. Someone can be added to the calendar as an administrative assistant to schedule and edit events on behalf of the owner of the calendar.

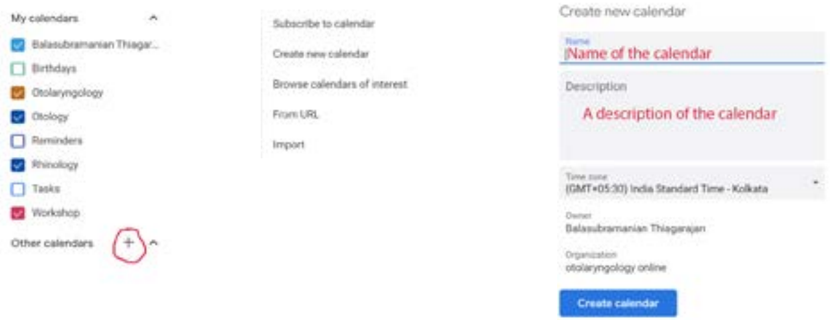
In google calendar, one can have multiple calendars using which events can be added to. Each calendar can have different sharing settings. Google calendar can be accessed from the google classroom from the classwork tab. On clicking the classwork tab a new window would open showing the various applications that can be accessed from within the google calendar that happens to be one of these applications integrated to the google classroom. This is indicated by the red circle. By default each classroom comes with a default class calendar which can be used for the purposes of informing the various class schedules for the benefit of teachers and students. A new calendar can be created within the classroom by clicking on the Plus sign below My calendars menu. A box will open showing the following sub menu:

1. Subscribe to Calendar - On clicking this menu the user will be intimated when events are added to the calendar

3. Browse calenders of Interest - On clicking this sub menu the user will be provided with the option of browsing calendars pertaining to his / her interest. It could be holidays, could be religious festivals, or sports event calendars.

4. From URL - The URL of publicly viewable calendars can be provided to integrate that calender with that of the classroom. On clicking this sub menu an input box will open asking the URL of the public calendar to be entered. On entering the URL and clicking save button the said calendar will be integrated with the class calendar.

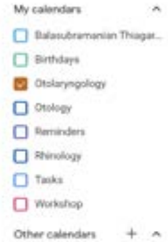
As shown in the image below a new calendar can be created by clicking on the plus sign under My calendars. The plus sign is marked with a red circle. On clicking the plus sign a sub menu will open showing a series of sub menu which have been described already. The Plus sub menu is shown in the image.



A google classroom calendar can be used to schedule regular on line classes for the students. For this purpose the default class calender within the classroom can be used. Every class within google classroom is provided with a separate calendar. That calender is made use of to schedule regular classes as per the stipulated timetable of the school / college.

Scheduling regular classes via google meet using classroom calendar :

As a first step the visibility of the other calendars within the google class should be hidden. Only the class calendar should be visible. This can be set by checking the check box in front of the class specific calendar while leaving other calendars unchecked. By default all the calendars within the google classroom is selected and visible. They must all be unchecked leaving only the specific class calendar checked and visible.



In the embedded image it can be seen only the class calendar (Otolaryngology) has been made visible by un checking the boxes in front of all the other calendars. Now only the class calendar will be visible and events / classes can be added to it.

Classes can be added to the calendar by clicking on the create button on the right top corner of the calendar page. The calendar visibility should be changed to week from that of the default day. This will reveal a weekly calendar.

2. Create new Calendar - When clicked will create a new calendar

Image 1.76 showing the calender view to be changed to week from that of the day as indicated by the red circle.

In the next step the time on the specified week day is clicked and a window opens where the class details can be entered and scheduled. Details that need to be entered include:

Title of the class

Add Google meet video conferencing. More options link can be clicked to enable streaming of the video lecture via the google meet.

After creating the event / class the save button is clicked.

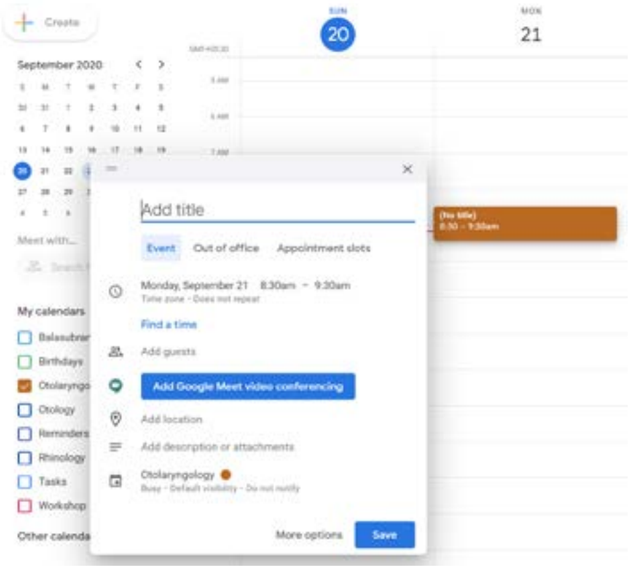


Image 1.77 showing creation of class schedule by clicking on the time on the specified day which opens up the window which can be used to create the class schedule

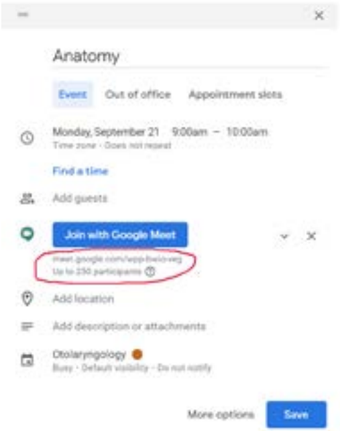


Image 1.78 showing the lecture scheduled with the google meet link for the lecture generated (red circle). Save button is clicked to save the event / class.

As soon as the event / class has been saved inside the calender it will be displayed. Double click on the event. It will open up the event page. Next to All day a combo box can be seen. The drop down arrow is clicked. It will open up to show the settings. The settings can be used to schedule the class as per the school / college timetable. Another way is to copy the event using the more actions menu. The copied event can be dragged and placed on any day / time as per the requirement of the classroom schedule.

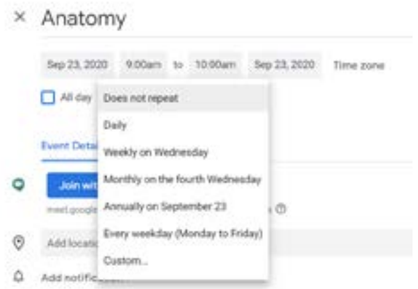


Image 1.79 showing one way to repeat schedule the event / class by clicking on the down arrow next to Does not repeat menu. Using the sub menu which becomes visible the repeat class can be rescheduled or custom can also be chosen to reschedule the class as per the requirements of the school.

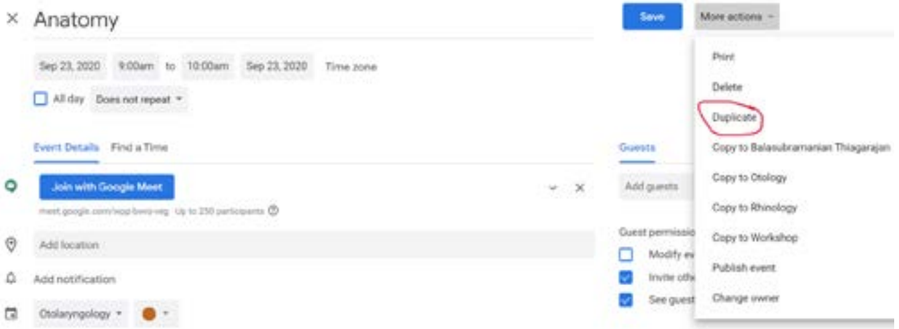
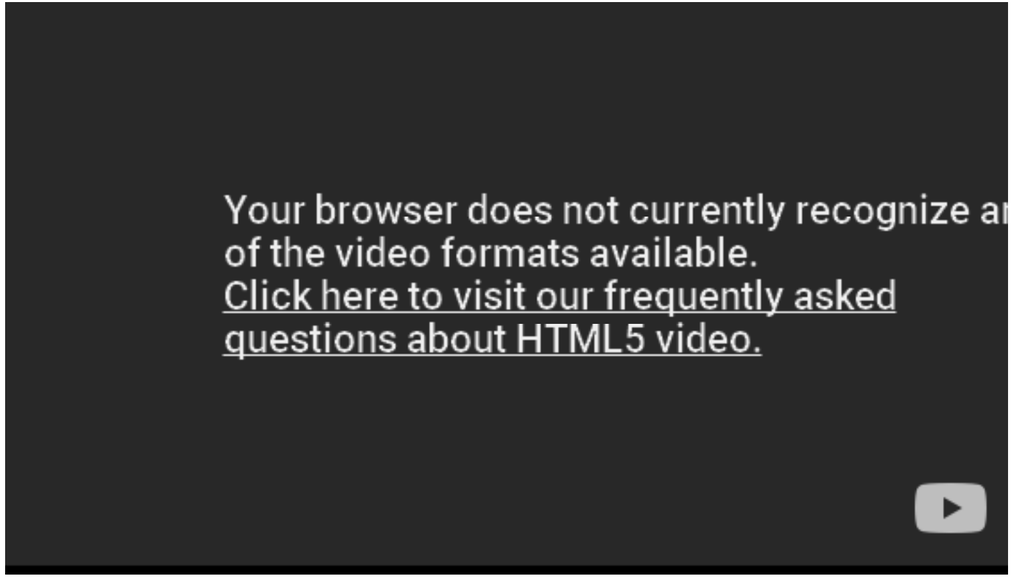


Image 1.80 showing another way of creating a repeat class by clicking on the more action menu and choosing to duplicate the event.

The duplicated event in the calendar can be dragged and replaced anywhere (any date and time) within the week. This is an useful way of scheduling timetable for a classroom.



Video clipping showing the use of google calendar within the classroom. Direct video link.

Organizing G drive within Google Classroom

G drive is integrated with the google classroom. The classroom files and the files of the users of the classroom are also stored within the G drive alloted to the domain if it is a part of Educational G suite or G suite. If it is a personal account then they get stored within the personal G drive of the user. Every free user is provided with 15 GB of free space where these files are stored.

G drive of Google classroom should be organized in such a way that the teachers and students will not face any difficulty while accessing files from it. If the classroom is built within G suite of a domain then G drive sharing should be enabled from the G suite admin panel by the administrator. This has been clearly explained in the previous chapter. It is ideal to create a separate folder of different colors for each class within the google classroom. New folder within the G drive can be created by clicking on New button on the top left corner of the G drive interface. This will open up a set of sub menu and the first one of this happens to be Create New Folder which needs to be chosen.

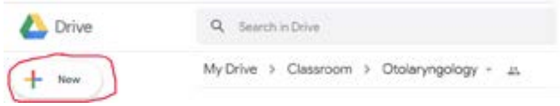


Image 1.81 showing the New button which needs to be clicked to open the sub menu to create a new folder within the G drive.

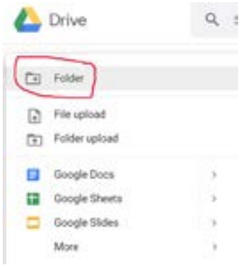


Image 1.82 showing sub menu that appears on clicking the New button on the G drive window. To create a new folder the first item from the sub menu (folder) marked by a red line should be chosen.

Image 1.83 showing the dialog box which appears on clicking the new folder menu. The name for the folder is typed before clicking on the create button.

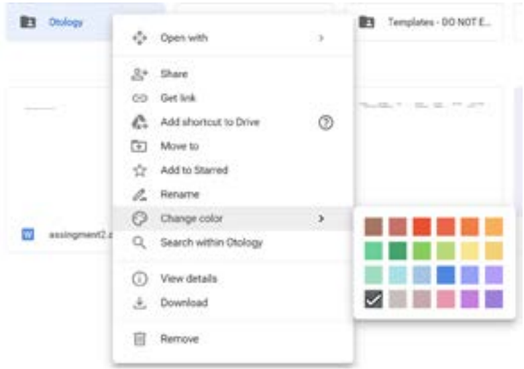


Image 1.84 showing sub menu that appears on right clicking on the folder within G drive. The color of the folder can be changed from choosing change color option from the sub menu which is shown in this picture and the desired color is chosen from the displayed palette.

Using the same sub menu the folder can be deleted using the Remove sub menu item.

On clicking the share from the sub menu that displays on right clicking on the folder will allow the teacher to share the folder with other users.

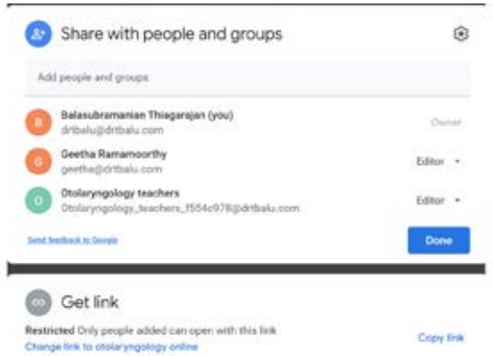


Image 1.85 showing the screen where folder sharing can be set. Since G suite is used for this exercise only users within this domain can have access to the files unless the administrator has set universal access within G suite admin interface. Link to the folder can be copied by clicking copy link button. The link thus copied can sent across to the user who can access the file using the link.

Files from within the folder can be searched from the sub menu that appears on right clicking on the folder. The folder can also be moved to another folder by using the right click sub menu. The folder can also be added to the starred list by choosing the same from the sub menu. This feature can be used to find the commonly used files easily. Repeatedly used files can be placed in the starred category to ensure that they are easily accessible within the G drive. The files that have been added to starred category can be easily displayed when the starred menu which is available on the left side of the G drive interface is clicked.

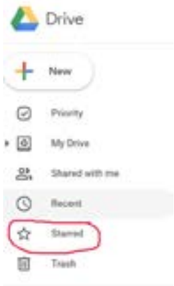


Image 1.86 that shows the menu seen on the left side of the G drive interface. The menu starred is marked with a red circle. On clicking the starred menu a window will open showing only those files that have been starred by right clicking on them. The commonly used files are starred so that they can easily be accessed by using this menu.

G drive has a number of integrated useful applications. They include:

1. Google docs - This application within the google drive can be used to create text document. It is a word processing application similar to that of Microsoft Word. It has some really powerful text editing features that a teacher would love to use. Entire description of this software is beyond the scope of this book. A teacher can access this application by clicking on the new button and choosing Google doc sub menu.

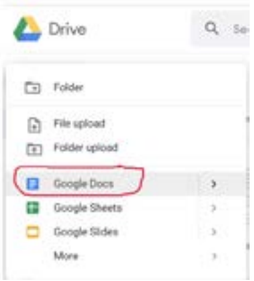


Image 1.87 showing the sub menu that opens up on clicking the create new button on the top left corner of G drive interface. Google docs can be accessed by clicking on the google doc sub menu (red circle).

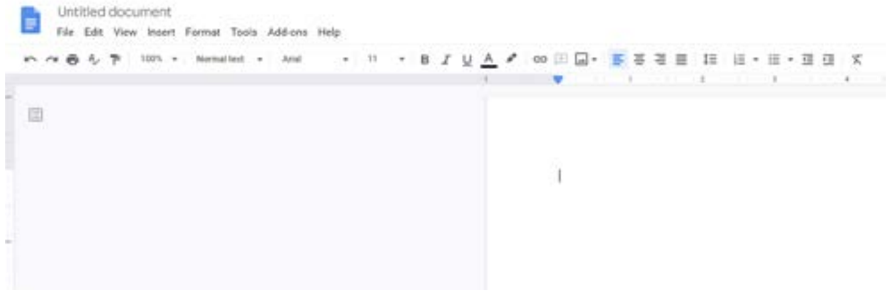


Image 1.88 showing Google Doc interface. It more or less resembles any other word processing program

2. Google sheets - This is a spread sheet application similar to that of Microsoft Excel. Can be used as a simple data entry and analysis software. This can also be accessed from within the google drive by clicking on the New button and choosing Google Sheets from the sub menu.

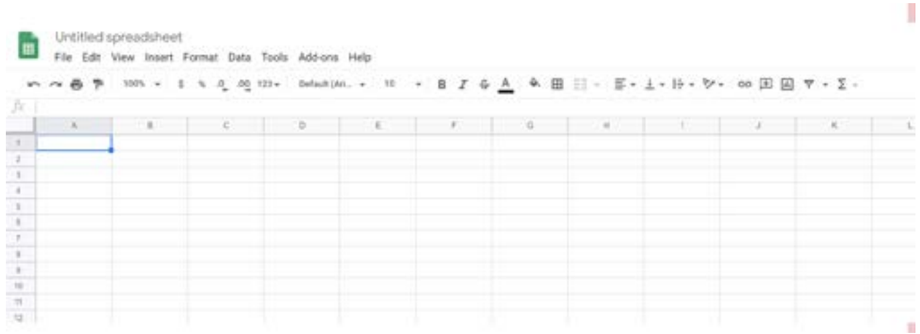


Image 1.89 showing Google Sheets interface

3. Google slides - This is a presentation software integrated with the G suite. This is a very useful software that is commonly used within the Google classroom. The interface and functionality of the software is more or less similar to other presentation software like Microsoft PowerPoint.

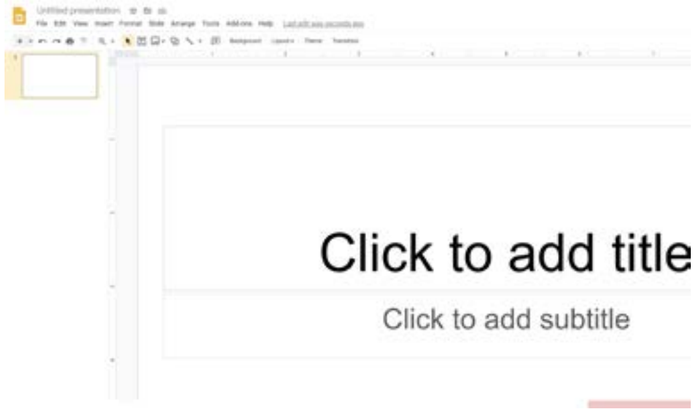
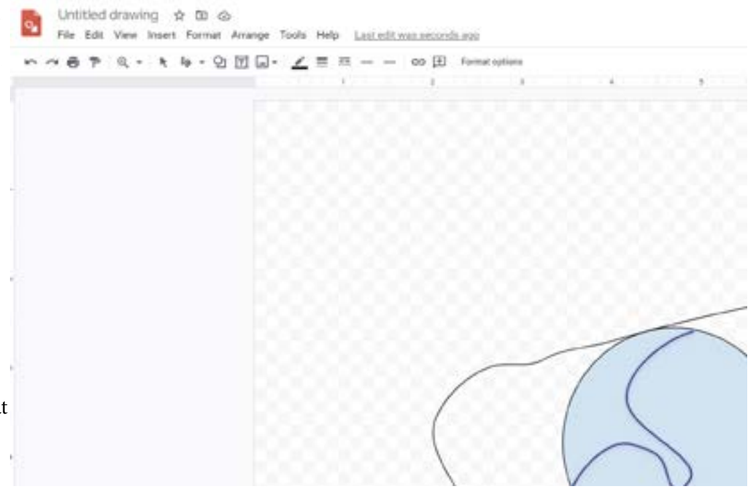


Image 1.90 showing google presentation interface which more or less resembles other presentation software interfaces.

4. Google draw - This is a drawing application integrated with the google drive. It is a really wonderful tool, easy to use and pretty user friendly. It has an intuitive interface that could serve both a novice and an expert really well. Teachers should make use of this software on a regular basis to draw diagrams for their classroom purposes. It also supports collaborative features using which more than one teacher can get involved in sprucing up the diagram. This application can be accessed by clicking on the new button and then clicking on the more sub menu where this software can be seen listed. Drawings that have been created using this software will be stored in the google drive and the same file can be called for from within the classroom making it accessible to the students.



5. Google Sites - This application can be used to create and host websites that can be hosted within the G drive. The application can be accessed by clicking on the New button ➤ More ➤ Google sites.

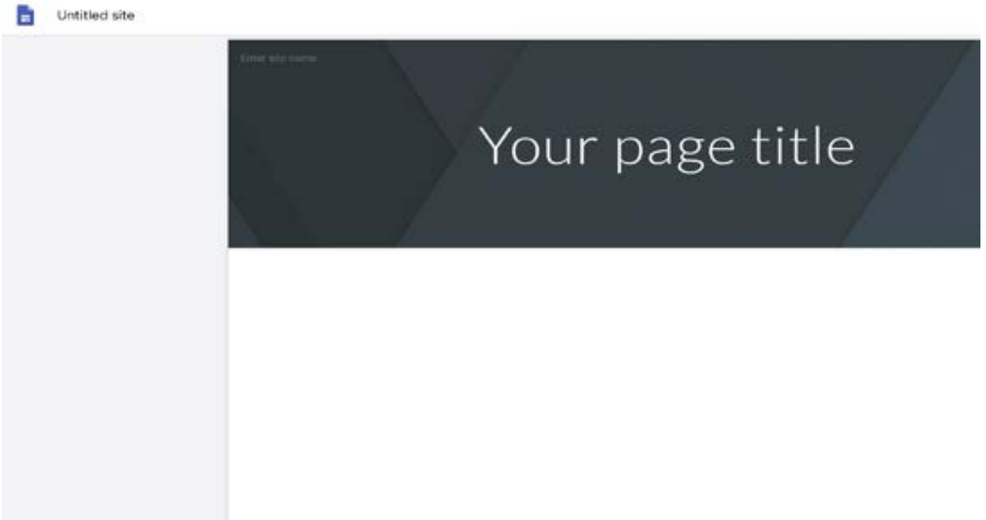
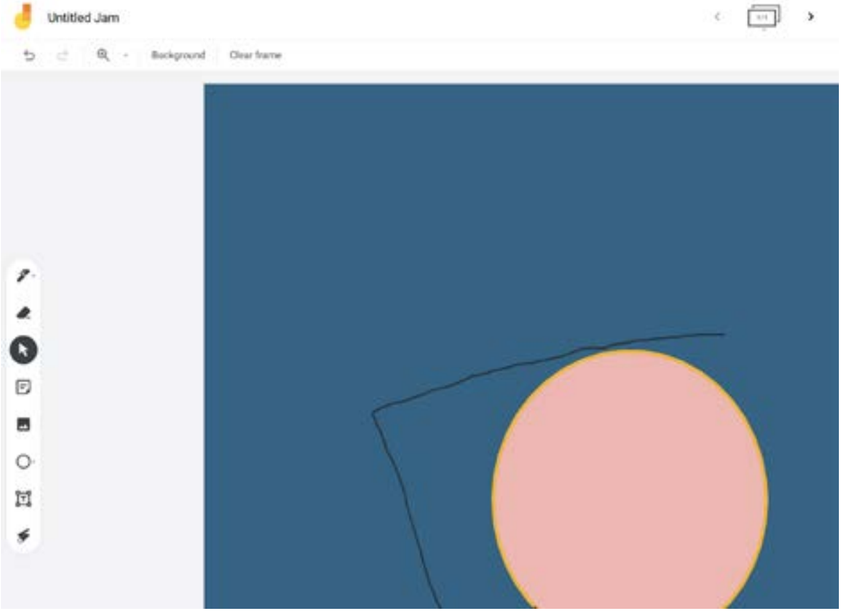


Image 1.91 showing Google sites page which can be used as a template to create a responsive website

6. Google maps - This application helps to embed and use google maps within the classroom

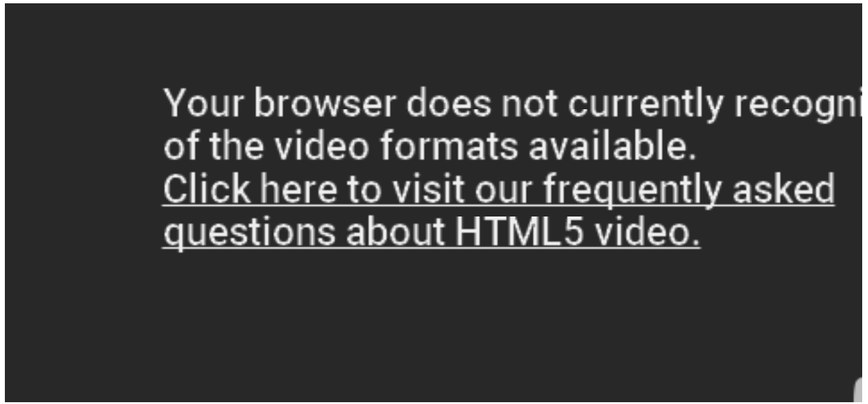
7. Google app scripts - This application is used to create automation scripts that will automate the routinely performed G drive tasks

8. Google Jam board - This can be considered as a digital black board. It can be used to simulate black board teaching. It can be accessed from within the Google drive by clicking on



the New ➤ More ➤ Google Jam board.

9. Google Forms - This feature is used to create forms for registration inside the google classroom, creation of on line tests using multiple choice questions, short answer questions, and feed back forms. Use of google forms is an important aspect in the functioning of google classroom and will be discussed in subsequent chapters.



Video clipping showing the basics of G drive. Click here if there is difficulty in playing the video.

Attendance taking within Google Classroom

Monitoring student attendance is a must for all classes. This is the same for google classroom also. Any attendance system should be user friendly and easy to implement. There are a number of ways to get student attendance data. Getting student usage / attendance data from the google classroom could be rather tricky and a teacher needs to use all his creativity and innovation to collect this data. Google classroom usage data can be accessed from the G suite dashboard if the classroom has been created within Educational G suite / Paid version of G suite. This has already been described in the previous chapters. If the teacher has used his / her personal google ID to create the classroom then it becomes a little tricky. The author suggests the following method to access this data:

Using Google forms:

A google form can be designed to take input from the student. Data that can be captured depends on the fields created within the google form. As a first step a google form should be created from within the classroom. If it is created from within the classroom it will be saved inside the G drive associated with the classroom which is supposed to hold all the files of the classroom. Before securing the attendance data, a complete data of all the students using the classroom should be available. This can be secured by creating a Registration form using Google forms.

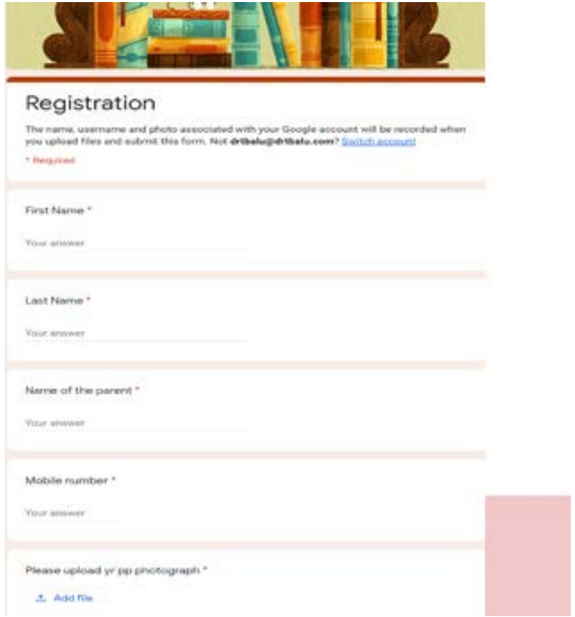


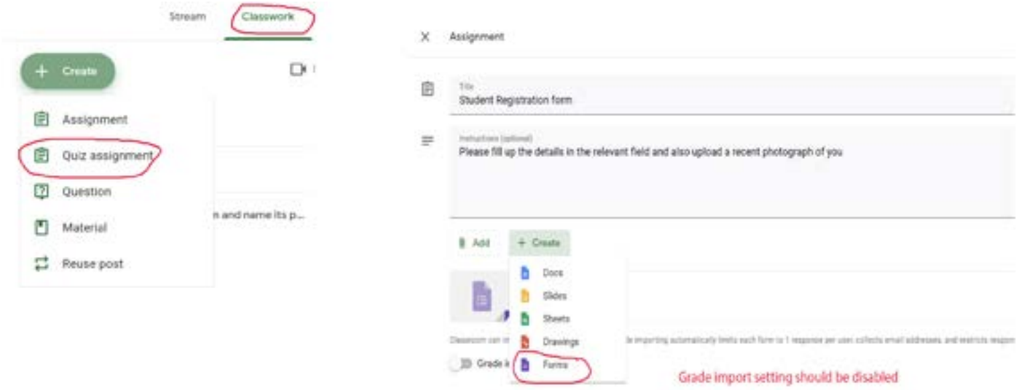
Image 1.92 showing the typical classroom registration form which a student should fill in after enrolling into the class. This form is created within the google classroom using google forms which is an application that is integrated with G drive.

The student after filling and submitting the form can join the classroom. This is done in order to get the student data (particulars of the student accessing the classroom). These details will be stored in the google sheet inside the G drive attached to the classroom. Registration submitted can be accessed from this Google sheet which also goes by the same file name as the Google form.

Creation of Registration form within the classroom using Google form features:

Step 1: Click on the Classwork tab inside the google classroom

Step 2: Click on the create button seen on the top left corner of the page. A window as shown below will open showing various sub menu. In he sub menu quiz assignment is chosen. On choosing a quiz assignment a google form will open.



In the assignment window give a name of the assignment fill up the instructions field if any and click create button. On clicking create button a sub menu will open and Forms should be chosen.

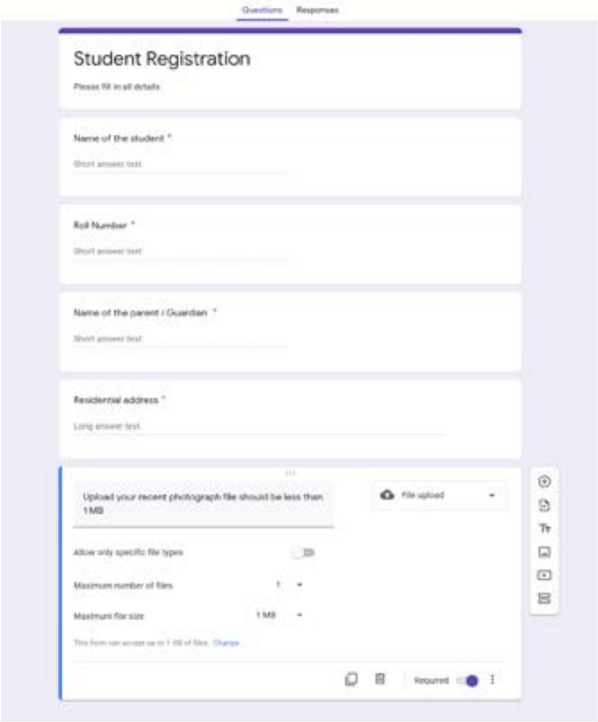


Image 1.93 showing designing of the registration form. All questions should be marked as required. Mark every question as short answer questions. In the last field the student should upload his current photograph.

In the quiz setting click on enable collection of e mail ids. This feature when enabled will collect the e mail Id of all the registering students.

In the image seen on the next page the settings that needs to be given is clearly shown. The same settings as seen in the image can be set.

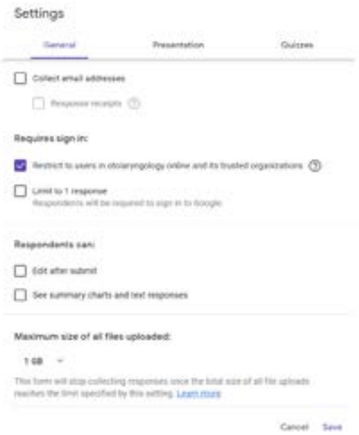


Image 1.94 showing the settings that needed to be given for the registration form. The changes that are made to the form are automatically saved into the G drive of the classroom.

Collect E mail address box should be checked in order to collect the E mail id's of all the registering students.

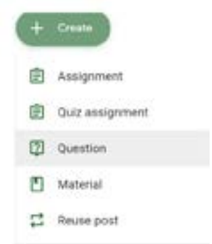
Image 1.95 showing the student registration form being linked to the assignment within google classroom. Before clicking on the Assign button ensure that under Points setting Ungraded is chosen. The teacher can choose a submit by date by clicking on the date menu or the default setting of No due date can be allowed to persist.

When a student fills up the response form the same will be collated into a Google sheet and will be stored within the classroom folder.

Creation of Attendance form:

Attendance form when created and sent to students within the classroom can be used to solicit responses from students who are present within the classroom. The teacher can give out a separate attendance form using Google forms to each session and the student can be instructed to submit the same. The details submitted using these forms will be stored inside a Google sheet within the G drive attached to the classroom.

Within the classroom a question can be created asking the student to respond. The question is rather simple. It goes this way: Are you inside the classroom? It can be configured to be a multiple choice with a single response of Yes. On clicking the yes button the teacher gets the response from the student when they log in to the classroom dashboard.



As shown in the image above from the create menu choose the Question option.

Image 1.96 showing a question for generating attendance from the student is created. The type of question should be multiple choice and only one choice need to be given (i.e. Yes). The question should be ungraded one under the points settings. The due date and time of submission should also be set from the right side column within the screen. Then the Ask button is clicked. On clicking this button the question will be posted inside the classroom and the student on logging into the classroom will be seeing the question and would answer the same. After the student submits the response the same could be viewed from the teacher's dashboard and the response can be documented by the teacher manually in a spread sheet which has been configured for this purpose.

Google forms can be used to design attendance to suit the requirement of the classroom. The design of the form is crucial and it varies as per the requirements of the classroom. After the form has been designed the responses button in the form should be clicked and create a spread sheet menu should be checked so that a spread sheet could be created within the G drive linked to the classroom to capture the attendance record.

When the student answers the question the same will be recorded into the google spread sheet that has been created to capture the student response. By creating a drop down question a number of classes can be included inside the same form for which the attendance for the day can be captured. The student can be provided with the option of using the same form to submit attendance for different subjects for which classes have taken place.

The teacher can use the examples suggested by the author to design an attendance form for the classroom which could have unique requirements. There is a huge scope for improvement on the design of the attendance form. The author has just introduced the concept of using Google forms to capture the attendance and this is by no means the best option because one needs to design a google form as per the requirement of the classroom which could be unique.

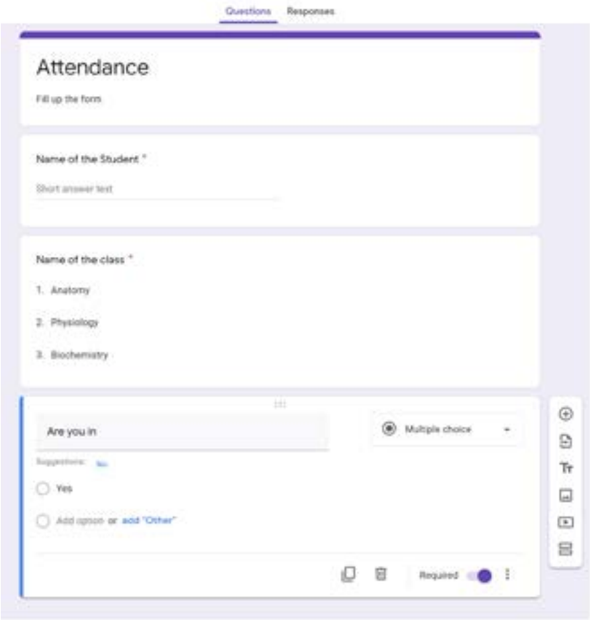


Image 1.97 showing a novel attendance form which in the first question asks for the name of the student. In the next question which has been designed in the drop down format three choices (i.e. names of classes) are provided. The student on choosing the class from the combo box can submit the attendance for the same in the next question. All the questions should be marked as required using the toggle button and pulling it to the right side. Marks need not be alloted by clicking on the ungraded option.

As shown in the image above after creation of a google form for attendance the Responses tab needs to be clicked which opens up a new window and the create spread sheet button should be clicked to create a google spreadsheet to capture the data submitted via google form. This spread sheet can be assigned a unique file name and can be saved into the G drive assigned to the google classroom.

Create a new spreadsheet is checked and create button should be clicked to create the spread sheet that would capture data from the attendance form.

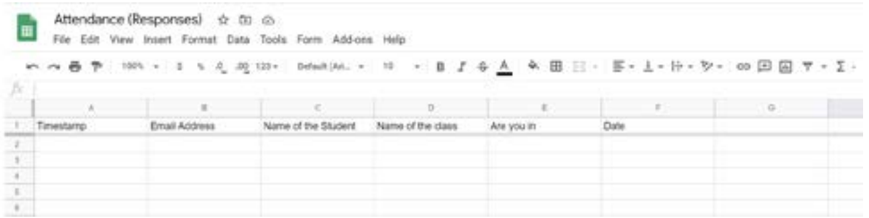
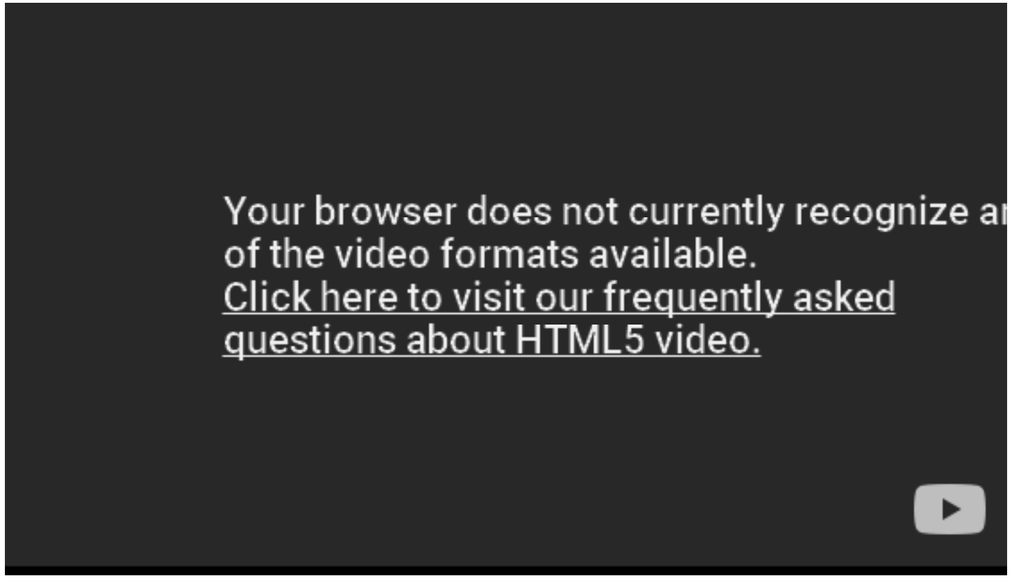


Image 1.98 showing the spread sheet that has been created to capture the details from the attendance form. Note all the data that needs to be captured are organized into separate columns. The time stamp would reveal exactly the date and time on which the form has been submitted.

A video clipping explaining the detailed process could be seen embedded in the next page. This video is recorded as 4 k and is of a very high resolution. The reader is advised to view this video on a laptop / Desktop or a large television using screen casting method to get the best out of it.



Video clipping showing attendance generation within the classroom. Problems with playing video click Here.

Using Google Jam Board within Google Classroom

Jam board is a google teaching board which is integrated with G drive. Teachers can use the unique functionality of this application to simulate black board teaching. It is also an useful collaborative tool. This tool is offered as part of G suite application, Educational G suite application.

With a Jam board the user can:

1. Write and draw if touch screen is available it becomes really a potent tool since stylus can be used.

2. Search google and insert images / webpages

3. Images can be dragged / resized

4. Preformed shapes can be sketched

Jam can also be shared with collaborators. Up to 50 people can work on a Jam at once.

Since it is integrated with Google drive the user can:

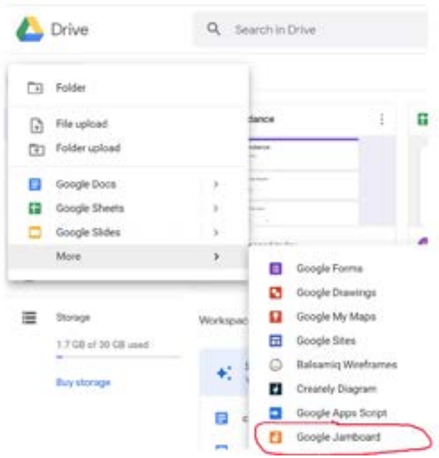
Add google docs, sheets and slides to a jam.
The jam files can be edited from anywhere provided there is Internet connection. The changes made gets saved automatically.

Inside Jam board upcoming Google Calendar events can be displayed.

Tap on the agenda item to start a scheduled meeting

The whiteboard can be presented to people viewing remotely.

To use this feature A unique hardware Google Jam board should be used.



Using Google Jam board inside a i pad or digital board then using a stylus the board can be used as a black board to enable the teacher to write and draw on the screen while teaching. This board can also be shared while using a google meet making the class resemble a classic black board classroom. The back ground of Jam board can also be changed using different colors and patterns. It also has a zoom in and zoom out feature. It also has a feature to stick sticky notes. There is also a laser feature available which can be used as a pointer inside the Jam board. Images can also be imported into the jam board for teaching purposes.

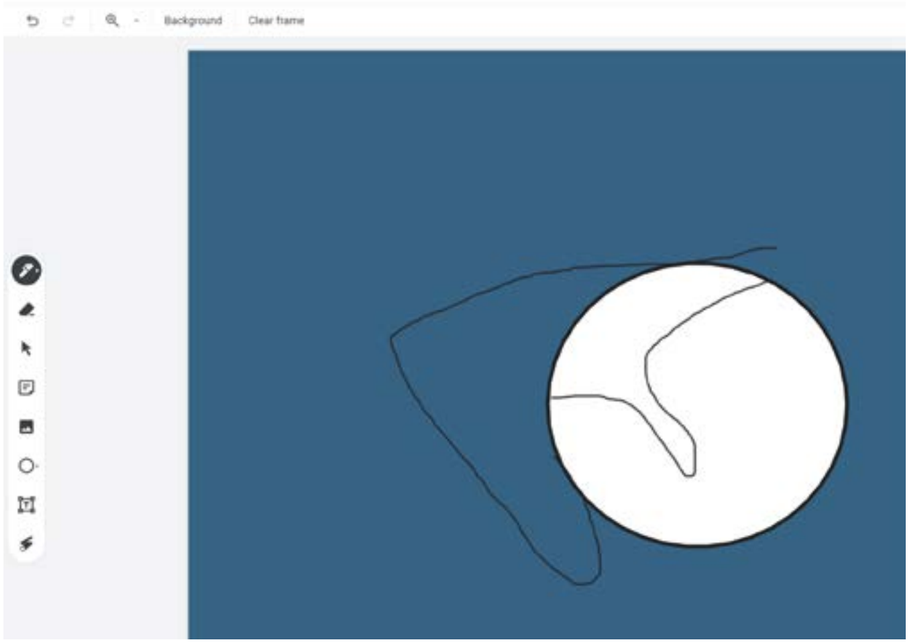
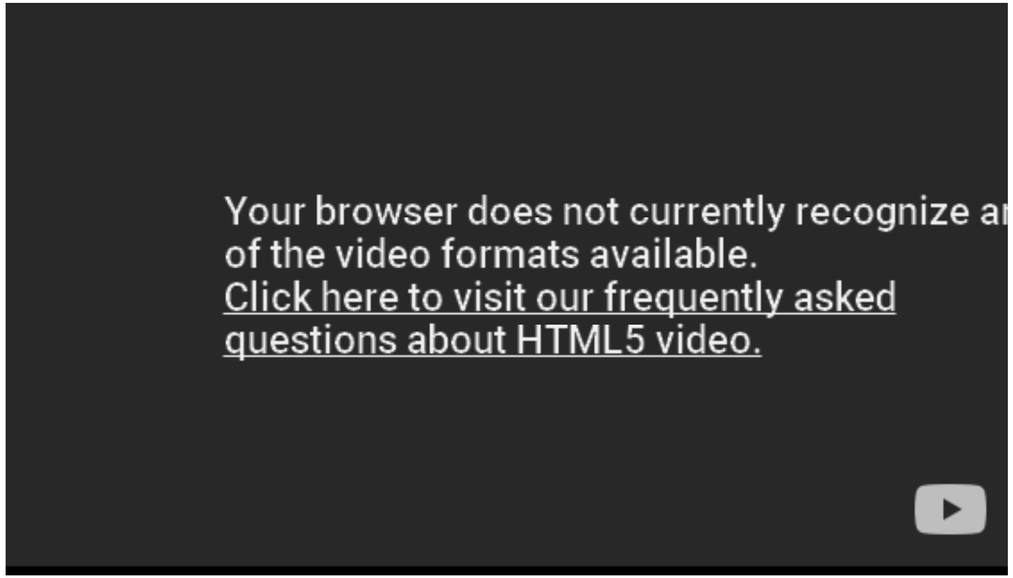


Image 1.99 showing Google Jam board interface



Video clipping showing the use of google jam board. If there is a problem playing this clipping then click Here.

Using Google Forms within Google Classroom

Google forms is an important application that is integrated to the Google Classroom. This application can be used within the classroom for:

Registration of students within the classroom

Generating student attendance within the classroom

Creating assignments within the classroom

To conduct on line tests

To create on line quizzes and also to automatically grade the response submitted.

To create feed back forms

This form was initially introduced by Google in order to create survey questionnaire. Later many users started to use it to generate on line tests and quizzes and features were added to this application to make it more user friendly.

This application is tightly integrated to G drive and hence can be used as an assessment tool within Google Classroom.

The details collected using the Google form can be automatically put inside a spread sheet. This will ensure that the collected data can be completely and effectively analyzed.

Currently many features have been added to ensure that on line quizzes and examinations can be conducted in a seamless manner they include:

1. Shuffling questions

2. Shuffling the answer choices

3. Auto evaluation of answers submitted

4. Auto grade generation

5. Feature that allows only one response to be submitted by the student

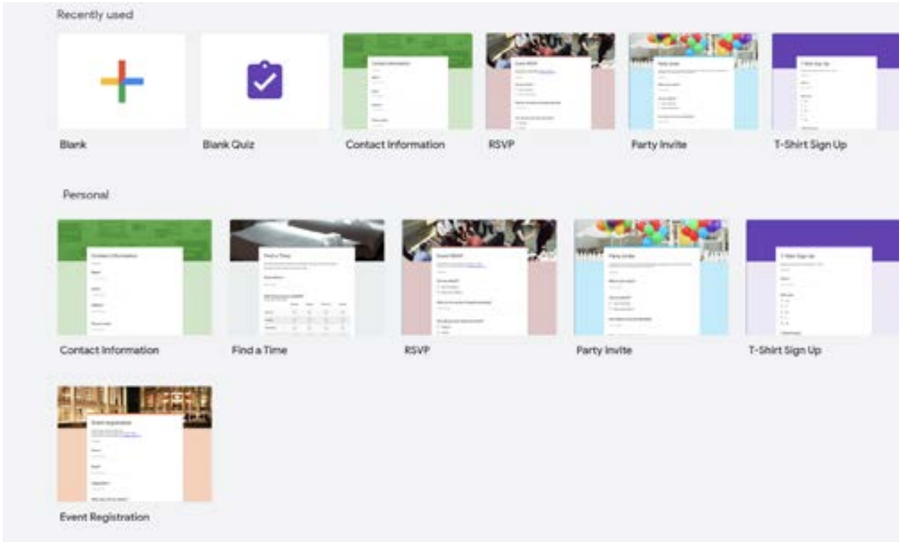


Image 2.00 showing various templates available ready to use within google form interface

Many useful templates have been added to Google form page. These templates makes the job of the user that much easy and by just looking at these templates the various uses of Google forms becomes obvious.

Google form feature is available for all users with a Google ID. It is integrated to Google classroom and google drive. Hence it can be accessed from either the classroom or G drive.

Starting Google form from within G drive:

Google form application can be started by clicking on the New button available at the top left corner of G drive interface. It will open up a group of sub menu and one of which happens to be Google Forms. Google form interface will open up on choosing this sub menu.

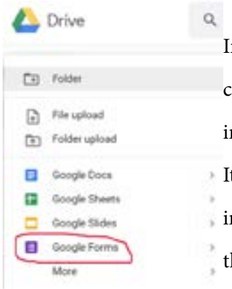


Image 2.10 showing the Google form sub menu appearing on clicking the new button on the left top corner of G drive interface. This sub menu is marked by a red circle. There are other ways of invoking Google from within G drive.

It can also be chosen from the right click menu inside a folder within the G drive. On right clicking inside a G drive folder the same sub menu as seen in image 2.10 will become visible. On clicking on the Google forms sub menu a google form can be created within the open folder.

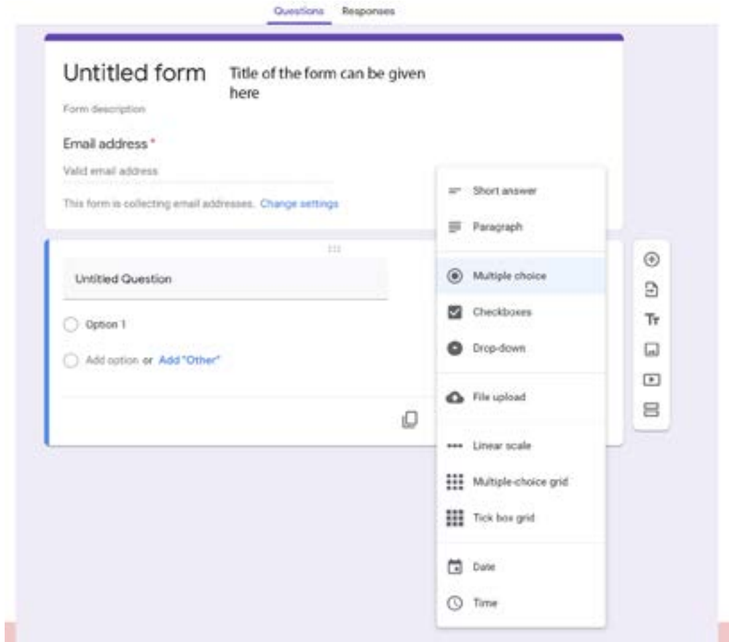


Image 2.20 showing the Google form open. The name of the form can be assigned by clicking on the Untitled form. Drop down sub menu in the picture shows various sub menu that can be used to create a questionnaire or quiz.

On clicking the plus button a new question can be added to the google form. The type of question can be chosen from the drop down menu.

Types of questions that can be included within google form are:

1. Short answer - This question type demands a short answer i.e. less than a paragraph. These questions are ideally manually corrected and auto correct option will create problems because all the possible correct answers should be fed into the form in a comprehensive manner for the auto correct option to work accurately. Since this is not possible it is always better to manually evaluate the answers to these questions.

2. Paragraph - This type of question needs a answer that will be of one paragraph length. These questions are better manually evaluated.

3. Multiple choice - This type of question can be automatically evaluated by the application and scores can be auto generated. There is a setting which when enabled will publish the marks only after manual verification. This will help in reducing any mistakes that could happen when the software evaluates the answer to the question.

4. Check boxes - In this type the answers to multiple choice questions will be in the form of check boxes.

5. Drop down - The answer in this type of test is selected by using the drop down menu

6. File upload - This feature can be used by the student to upload photo or other types of assignment.

7. Linear scale - The field to let people select a number in a range, linear scale lets you set a scale from 0 or 1 to 2-10 with

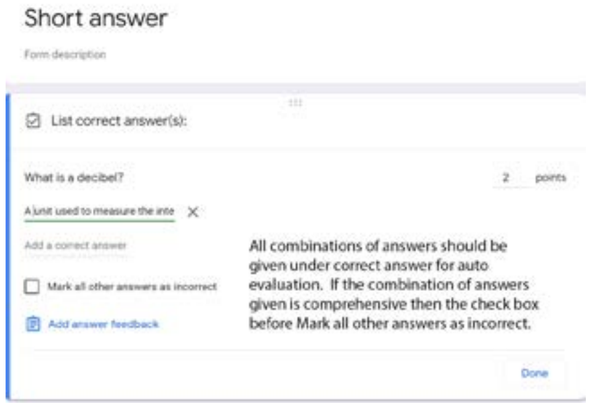


Image 2.30 showing the short answer question being included within google form. On clicking the done button the question will be finalized. Before clicking on the Done button the number of points awarded to the correct answer should be specified in the field.

labels for the lowest and highest options.

8. Multiple choice grid

9. Tick box grid

10. Date

11. Time

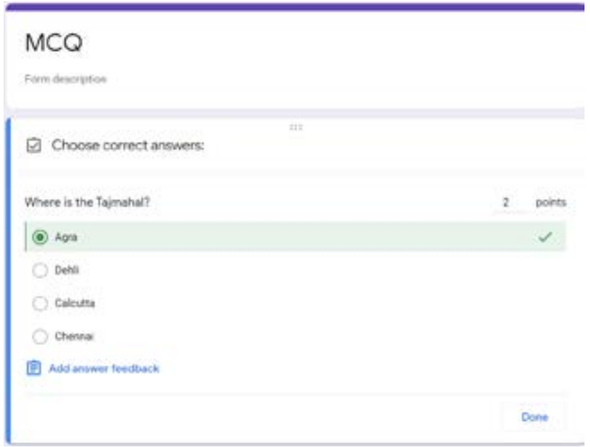


Image 2.31 showing Multiple choice question being incorporated in the google form. The correct answer is indicated by the tick mark next to the answer as shown in the figure. The points for the right answer is indicated in the Points field before clicking on the done button.

The answer key button is clicked to provide the correct answer key to the software. Before clicking the Done button the user should ensure that points are alloted to the right answer in the box in front of the Points field.

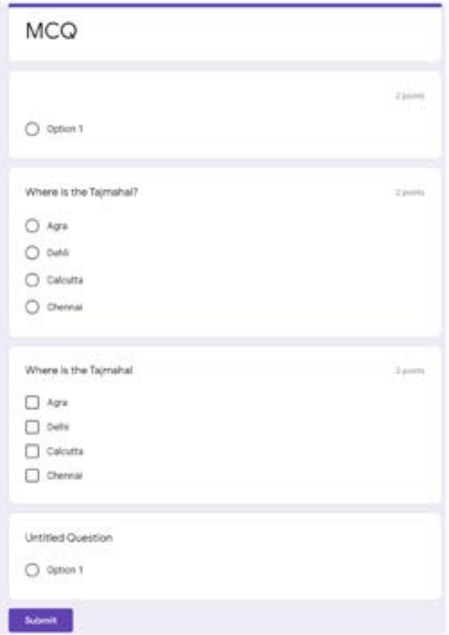


Image 2.32 showing two types of questions multiple choice and check box type of questions

Image 2.33 showing drop down menu to choose the correct answer. The correct answer should be chosen on clicking on the Answer Key button. Mark should be awarded in the points in the box in front of Points menu.

Image 2.34 showing a question that uses linear scale to grade the answer

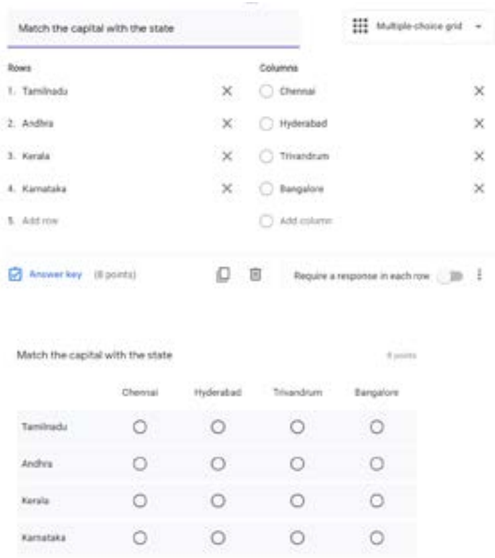


Image 2.34 showing Multiple choice question is set in the form of multiple matching answers. Match the following questions can be designed using this method. In the question design mode there will be Rows and columns. Answers are entered into Rows and Columns. After allotting the marks for the question the same may be saved by clicking the done button.

Image below shows the student view of the question.

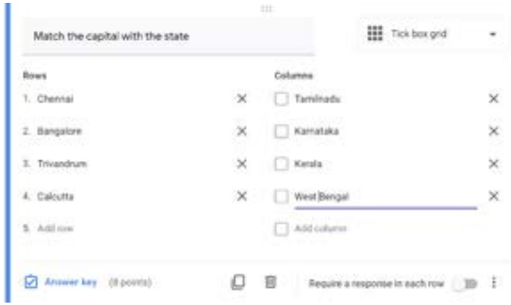


Image 2.35 showing match the following question using Tick-box grid. The question design mode shows a Row and Column. Items to be matched should be entered under Rows and columns. The same can be matched by placing a tick mark over the box next to the answer.

Image 2.36 showing the student view of the tick box grid.

Google forms can be used to get feed back from the student / user of the classroom. Data given out in the google form can be transferred to the Google sheet which would ensure that the data captured can be analyzed and stored. Even the tests can be stored along with the marks secured by the student within the classroom by enabling automatic grading which will ensure that the student performance is evaluated on a continuing basis.

While preparing a feed back form the grading option should be switched off to ensure that the answers to the question is not evaluated by the software. Settings can be specifically set for a single form that is being prepared or general settings can be set for all the forms prepared within the classroom.

The form level settings window will have three tabs at the top which include:

General

Presentation

Quizzes

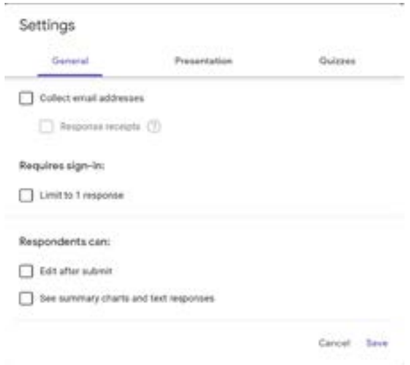


Image 2.37 showing the form level settings window. Under the general tab if the Collect email addresses is enabled by checking the box in front of collect email address setting then the form will ask for the email address of the respondent.

In order to enable limit to one response the check box before it should be checked. This setting needs to collect the email address of the user.

If the teacher wants to allow the student to edit the form even after submitting then it can be done by checking the box in front of the setting.

If the teacher wants to permit the respondent (student) to see the responses and summary charts then the check box before the setting should be checked.

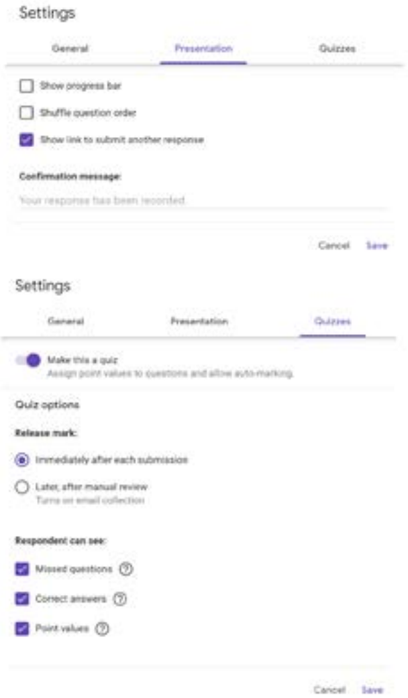


Image 2.38 showing the presentation tab under form settings window. On checking the box in front of show progress bar the student / responder will be shown a progress bar as they answer each question within the google form. If the box in front of shuffle question order is checked then the order of question within the google form will be shuffled and a different order will be presented to each respondent.

If the questionnaire should be submitted to another respondent after resetting it to default status then the box in front of show link to submit another response should be checked. This will be useful if multiple persons need to submit the same form as in the case of feed back form.

The default confirmation message on submission can also be changed here.

In the Quizzes tab when the tab Make this quiz is pushed to the right then the form will become a quiz. The settings to release the mark immediately after each submission can be selected. If the teacher wants to reveal the scores later after review the box in front of Later after manual review should be checked. Teacher can also allow respondent to see missed questions, correct answers and point values.

Image 2.39 showing the theme options window which will open on clicking the theme options tab present at the top right corner of the form. The feel and look of the form can be customized by uploading an image and changing the default color of the form. The font style can also be changed from the basic look and feel.

Image 2.40 showing the responses tab on the google form. On clicking the google sheet icon a spreadsheet will be created where the data imported from the google forms will be saved. The slider for accepting responses can be enabled by pushing it to the right and disabled by pushing it to the left. If disabled the respondent will not be able to submit any response using the form.

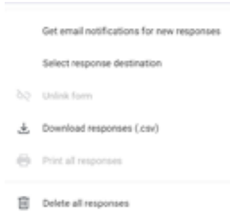


Image 2.41 showing the screen that appears on clicking the three vertical dots next to create google sheet icon. If the first setting Get email for every response is selected then the teacher will get e mail for every response received. The next setting allows the user to decide in which google spread sheet the form responses need to be saved. There is also an option of downloading the responses from the form in .CSV format. CSV - Comma separated value. The last option is delete all responses when chosen will delete all the responses within the form.

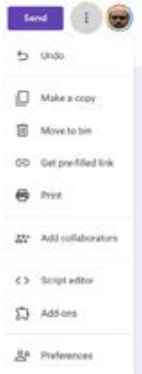


Image 2.42 showing the sub menu that opens up on clicking three vertical dots next to the send button on the top right corner of the google form interface. The fist sub menu when clicked will undo the most recent action. The next sub menu is Make a copy. When chosen it makes a copy of the form and saves it in the G drive. The third sub menu is Move to bin which when chosen moves the form to recycle bin.

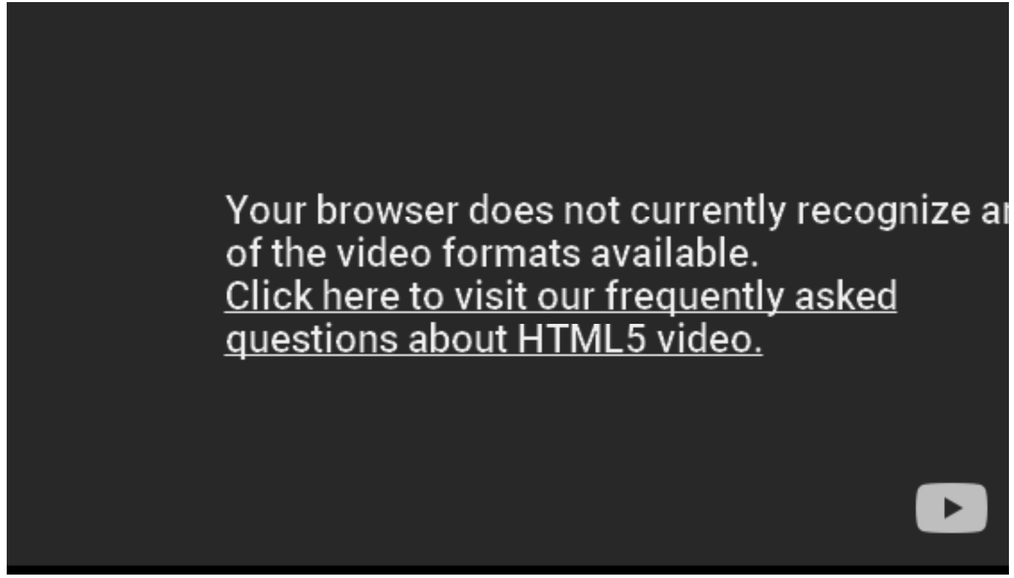
The next sub menu is Get Pre filled link. This when chosen will generate an copy a link to the google form and the same may be sent to the respondent by E mail or may also be posted within the classroom for the respondent to use. The next sub menu is the print button which when clicked will enable the form to be printed from the locally configured printer and if the teacher desires on using the print form then this is the way out.

The next sub menu when chosen will enable the user to add collaborators. A teacher can choose to add another person as a collaborator while designing the google form questionnaire. Script editor when chosen will open up the script editing tool which will enable creation of scripts that could automate the form building process.

The Add on sub menu when chosen will list the add ons in the G suite marketplace. The appropriate add on that the user needs can be chosen and installed from this interface. Some of the add ons could be free while some may be paid. The next sub menu Preferences will enable to set universal settings for all the forms within the domain.

Image 2.43 showing the default settings under preferences where the universal preferences can be set. If the settings collect email address is enabled by checking in the check box before the collect email address menu then the form will force the user to log in

with the email id and capture the same. The next two settings pertains to the questions. The first setting when enabled ensures that all questions need to be answered by the respondent. The next setting enables the teacher to allocate marks or point to each correct answer.



Video clipping showing use of google forms. Any problem viewing the video click on the link Here.